

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

Local Control Accountability Plan Goals:

1. CJUSD Students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS)
2. CJUSD students will be College and Career ready through Multi-Tiered Systems of Support (MTSS) Actions/Services
3. CJUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi-Tiered Systems of Support (MTSS)

BOARD OF TRUSTEES REGULAR MEETING

**District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747**

Wednesday, May 16, 2018 - 6:00 p.m.

STATUS

- I. **CALL TO ORDER & ROLL CALL - 5:30 p.m.**
- II. **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
 1. Public Employee Performance Evaluation (Certificated) - Superintendent (G.C.554957)
 2. Conference with Labor Negotiator, (David Grimes), Re: CSEA and CUTA (G.C. §54957.6)
 3. Student Expulsions/Readmissions (G.C. §54962)
- III. **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. **CLOSED SESSION - 5:30 p.m.**
- V. **OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. **FLAG SALUTE**
- VII. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. **ADOPTION OF AGENDA** Action
- IX. **STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
 1. Center High School - Marissa Davis
 2. McClellan High School - Chris Sill

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

	X. ORGANIZATION REPORTS (3 minutes each)	Info
	1. CUTA - Venessa Mason, President	
	2. CSEA - Marie Huggins, President	
	XI. COMMITTEE UPDATES (8 minutes each)	Info
Facilities & Op.	1. Facilities Update - Craig Deason	
	XII. REPORTS/PRESENTATIONS (8 minutes each)	Info
Curr & Instr	1. 3D Printing - North Country	
↓	2. Upward Bound and Educational Talent Search Programs - Mike Jordan	
↓	3. CHS Counseling - Jerald Ferguson	
	XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA	Public Comments Invited
	<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>	
	XIV. BOARD / SUPERINTENDENT REPORTS (10 minutes)	Info
	XV. CONSENT AGENDA (5 minutes)	Action
	<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>	
Governance	1. Approve Adoption of Minutes from April 18, 2018 Regular Meeting	
↓	2. Approve Adoption of Minutes from May 2, 2018 Special Meeting	
↓	3. Approve 2018-2019 Legal Services Fees - Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law	
Personnel	4. Approve Classified Personnel Transactions	
↓	5. Approve Certificated Personnel Transactions	
Curr & Instr	6. Approve Field Trip: Education Talent Search (ETS) Yosemite Nature Bridge Education Program June 27-30, 2018	
↓	7. Approve Field Trip: Education Talent Search (ETS) Yosemite Nature Bridge Education Program June 12-15, 2018	
↓	8. Approve Field Trip: Education Talent Search (ETS) Southern California College Tours and Museum of Tolerance June 6-8, 2018	
↓	9. Approve Field Trip: Education Talent Search (ETS) Southern California College Tours and Museum of Tolerance June 20-22, 2018	
↓	10. Approve Field Trip: Education Talent Search (ETS) Historical Black Colleges and Universities (HBCU) Tour June 11-15, 2018	
↓	11. Approve Out-of-State Conference: AVID District Leadership Training, Orlando FL (J. Slay - WCR)	
↓	12. Approve MOU with Sacramento Children's Home (SCH)	
↓	13. Approve Professional Services Agreements: Brandon Goodwin and David Davis	
↓	14. Approve 2018-2019 Designation of CIF Representatives to League	
Facilities & Op.	15. Approve Professional Services Agreement: Loy Mattison Enterprises	
↓	16. Approve Disposal of Surplus Equipment: 1993 Chevy/Collins Mini Wheelchair Bus, VIN# 2GBHG31J3P4136213	
↓	17. Approve Contract Amendment #4 - Proposition 39, California Clean Energy Jobs Act with Capital Program Management for Planning Implementation Services	
↓	18. Approve Contract with MHL Enterprises to Provide Inspection Services for the Proposition 39 Funded Energy Efficiency and Conservation HVAC Projects at North Country & Oak Hill Elementary Schools	

- ↓ 19. Approve Contract with MHL Enterprises to Provide Inspection Services for Project #18-04A and 18-04B, Dudley and Spinelli Elementary School's Campus Fencing Upgrades and Spinelli Basketball Court Replacement Projects
- ↓ 20. Approve Contract with MHL Enterprises to Provide Inspection Services for Project #18-02, Center High School New Campus Entry Plaza Project
- ↓ 21. Approve Contract with Terracon Consultants, Inc. for Materials Testing and Special Inspection Services for the Basketball Court Replacement Project at Spinelli Elementary School
- ↓ 22. Approve Contract with Terracon Consultants, Inc. for Specialized Inspection and Testing Services for Center High School New Entry Plaza Project
- ↓ 23. Approve Contract with Rua & Son Mechanical to Install New Single Ply Roof Systems on the Gym, Kitchen Well, and Dance Room at Center High School
- Business 24. Approve Payroll Orders: July 2017 - April 2018
- ↓ 25. Approve Supplemental Agenda (Vendor Warrants): April 2018

XVI. BUSINESS ITEMS

- Personnel **A. Declaration of Need for Fully Qualified Educators 2018/2019 SY** Action

The Department of Education and the Commission on Teacher Credentialing regulations for the issuance of emergency teaching credentials require individual districts to submit a "Declaration of Need for Fully Qualified Educators" each year for any anticipated certificated positions that may need to be filled with an individual holding an emergency credential.
- ↓ **B. Resolution #16/2017-18: Authorizes the Designation of Specific Systems, Products and/or Materials in the Specification for District Construction Projects** Action

This resolution grants authorization of the designation of specific systems, products and/or materials in the specification for District construction projects. Pursuant to Public Contract Code Section 3400, the District intends to establish uniform, complete, compatible District-wide systems, products and/or materials in order to facilitate the most competitive and feasible education for school children in the District.

XVII. ADVANCE PLANNING

Info

- a. *Future Meeting Dates:*
 - i. *Special Meeting: Wednesday, June 6, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
 - ii. *Regular Meeting: Wednesday, June 13, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

XVIII. CONTINUATION OF CLOSED SESSION (Item IV)

Action

XIX. ADJOURNMENT

Action

CJUSD Mission:

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: North Country Elementary

Date: May 16, 2018

Action Item

To: Board of Trustees

Information Item X

From: Jason Farrel, Assistant Principal

Attached Pages:

Principal's Initials: _____

SUBJECT: 3D Printing

North Country recently received a grant for a 3D printer. Students will share about their 3D printing designs.

Center Joint Unified School District

Dept./Site: Curriculum and Instruction		AGENDA REQUEST FOR:
To:	Board of Trustees	Action Item _____
Date:	May 8, 2018	Information Item <u> X </u>
From:	Mike Jordan	# Attached Pages <u> 0 </u>
Principal/Administrator Initials: <u> mjs </u>		

SUBJECT:

Administrators from the Upward Bound and Educational Talent Search programs will discuss the progress they have made on implementing their programs at Center High and Wilson C. Riles Middle School this year. They will also discuss plans for the summer programs and answer any questions.

RECOMMENDATION:

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: 5/8/17

Action Item **XX**

To: CUSD Board of Trustees

Information Item

From: Jerald Ferguson

Attached Pages **0**

Principal's Initials JF

SUBJECT:

Mr. Ferguson will be providing information to the board regarding the counseling program at Center High School.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: May 16, 2018

Attached Pages

From: Scott A. Loehr, Superintendent

Principal's Initials: **SUBJECT: Adoption of Minutes****The minutes from the following meeting are being presented:**

April 18, 2018 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.**CONSENT AGENDA**

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

**District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747**

Wednesday, April 18, 2018

M I N U T E S

OPEN SESSION - CALL TO ORDER - Trustee Anderson called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mr. Wilson

Trustees Absent: Mrs. Pope

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assist. Supt., Operations & Facilities
Lisa Coronado, Director of Fiscal Services
David Grimes, Director of Personnel/Student Services
Mike Jordan, Director of C & I/Special Education

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Public Employee Performance Evaluation (Certificated) - Superintendent (G.C.554957)
2. Student Expulsions/Readmissions (G.C. §54962)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION - None

CLOSED SESSION - 5:30 p.m.

OPEN SESSION - CALL TO ORDER – 6:05 p.m.

FLAG SALUTE - led by Nancy Anderson

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken.

Trustee Anderson announced that Trustee Pope was not able to attend tonight's meeting.

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as amended: pull Consent Agenda item #13 for separate consideration.

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School – Marissa Davis
 - Senior Ball is this Saturday
 - Purple Cord Dinner is next Friday
 - Dance Production is Thursday and Friday this week
 - Sports-o-Rama is coming up on May 4th
2. McClellan High School – Christopher Sill was not available to report.

ORGANIZATION REPORTS

1. CUTA - Venessa Mason, President, thanked Trustee Wilson for coming to the CUTA meeting and speaking to the group. She thanked David Grimes and Mike Jordan for the opportunity to attend the job fair with them today. She then shared with the board a flyer that was created a year ago and was handed out at today's job fair.
2. CSEA - Marie Huggins, President, passed on giving a report and noted that she would give her time to Craig Deason for his report.

COMMITTEE UPDATES

Facilities Update - Craig Deason, Assistant Superintendent of Operations & Facilities, handed each of the Board members a hard copy of the presentation. He introduced Mark Rosson, Omar Peña, and Sharon Thomas from CPM (Capital Project Management). They shared information on Priorities and State Eligibility, Scope Priorities and Summary, Project Schedules, Architect Selection Process, Proposition 39, and Upcoming Board Activities.

REPORTS/PRESENTATIONS

1. **Williams Uniform Complaint Quarterly Reporting** - Mike Jordan, Director of Curriculum, Instruction and Special Education, noted that there was one complaint that was quickly resolved.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Julie Opfer, Principal at Spinelli Elementary, shared with the Board that in March they held their St. Baldricks fundraiser. She noted that over the past 5 years the Center friends and families have helped to raise over \$56,800 for child cancer research. A total of 30 individuals gave up their hair this year in an effort to raise funds for childhood cancer research. Participants included students from Spinelli, Riles and Center High School. Other participants included family and friends of Center School District and staff. It's nice to know that together we are helping make a difference in the world of childhood cancer. She gave a shout out to Jean Luigi for doing this. Mrs. Opfer then noted that 6th grade students will be going to Sly Park in May. CSEA helped with \$375 towards this. The trip is 5 days and the cost is \$235 per student. The amount from CSEA was much appreciated. Shizad Biddle, new teacher in the district, posted on Facebook that her birthday wish was for all of her students to be able to attend Sly Park. Her friends donated money, totaling \$2,420. She didn't stop there; she went to Sysco and asked them to match that and they did. A total of \$4,751 was raised by generous people to help our students go to Sly Park. VSP has come out on 4 separate occasions to do vision exams and those that needed glasses were given 2 pairs each. They have also given staff members gift cards when their forms are submitted. They have given staff sunglasses, eye glass cleaner, have raffled off Ski goggles, and recently donated 2 pairs of ladies sunglasses for the Spinelli Silent Auction. She invited the Board to the Spinelli Open House and Silent Auction on Thursday, May 10 from 5:00 to 6:30 p.m.

BOARD/SUPERINTENDENT REPORTS

Mr. Wilson

- noted that he enjoyed the Top Ten Dinner.
- enjoyed a couple of Riles MS Track Meets.
- enjoyed the Chocolate Coca Cola cake that Marie Huggins made for his birthday.

Mr. Hunt – had nothing to report.

Mrs. Kelley

- attended the Top Ten Dinner; was pleasantly surprised at the level of speeches that were given. She gave a shout out to Shirley McNichols, for her work on this event.

Mrs. Pope - was not available to report.

Mrs. Anderson

- echoed the other Board Members' comments on the Top Ten Dinner.

Mr. Loehr

- commented about the uniqueness that we have with the unions; it allows us to stand above and beyond the other districts.
- thanked David Grimes for putting it all together for the Teacher Recruiting Fair at Sacramento State.
- noted that next week he and Craig Deason will be getting all of our site information out to the builders.
- had the opportunity to attend the SEVA awards. We had 48 entries. Fifteen of those entries were finalists. There were 5 Honorable Mentions and 3 SEVAs.
- noted that Jerald Ferguson is at Folsom HS, where several of our students are receiving the Seal of Bi-Literacy.
- noted that Friday he will be with the county SELPA representatives to discuss what our SELPA is possibly going to look like in the next couple of years.
- reminded the Board that May 2nd is the Special Board Meeting in which we recognize staff and students.

CONSENT AGENDA

1. Approved Adoption of Minutes from March 21, 2018 Regular Meeting
2. Approved Classified Personnel Transactions
3. Approved Certificated Personnel Transactions
4. Approved Change to the 2018/19 School Calendar - Addition of April 22, 2019 Teacher Work Day
5. Ratified 2017/2018 Individual Services Agreement:
2017/18-213 CTEC
6. Approved 2018/2019 AVID Contract
7. Approved Upward Bound Program MOU with American River College
8. Approved Field Trip: MCA Senior Saturday Trip to UC Santa Cruz, The Mystery Spot, and Santa Cruz Board Walk - CHS
9. Approved Field Trip: Best Buddies Leadership Conference, Bloomington, IN - CHS
10. Approved Amendment #2 - Center High School Intercom and Master Clock System Upgrade Agreement By and Between the Engineering Enterprise and Center Joint Unified School District
11. Approved Consultant Services Agreement with Angus-Hamer Incorporated
12. Approved Payroll Orders: July 2017 - March 2018
13. *This item was pulled for separate consideration.*

CONSENT AGENDA (continued)

Motion: Wilson
Second: Hunt

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION

13. Approved Supplemental Agenda (Vendor Warrants): March 2018

Motion: Kelley
Second: Anderson

Ayes: Anderson, Hunt, Kelley
Noes: None
Abstain: Wilson
Absent: Pope

BUSINESS ITEMS

A. APPROVED - Resolution #14/2017-18: Resolution Calling for General District Election - Sacramento County

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

B. APPROVED - Resolution #15/2017-18: Declaring an Election Be Held in Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk - Placer County

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

PUBLIC HEARING: Consideration of Energy Services Agreement with Miller Mechanical - Pursuant to Government Code Section 4217.12 staff intends to recommend to the Board of Trustees of the Center Joint Unified School District that the district enter into an energy Services Agreement with Miller Mechanical to complete HVAC projects and ancillary improvements at the North Country campus located at 3901 Little Rock Drive and Oak Hill campus located at 3909 North Loop Blvd in Antelope, CA.

President Anderson opened the public hearing at 7:11 p.m. There were no public comments. The public hearing was closed at 7:12 p.m.

C. APPROVED - Miller Mechanical for RFQ/P #18-02

Motion: Kelley
Second: Wilson

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Special Meeting: Wednesday, May 2, 2018 @ 6:00 p.m. - Center High School Theater, 3111 Center Court Lane, Antelope, CA 95843*
 - ii. *Regular Meeting: Wednesday, May 16, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items: Counseling Report*

ADJOURNMENT – 7:13 p.m.

Motion: Wilson
Second: Hunt

Ayes: Anderson, Hunt, Kelley, Wilson
Noes: None
Absent: Pope

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Kelly Kelley, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

Dept./Site: Superintendent's Office	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u> X </u>
Date: May 16, 2018	Information Item <u> </u>
From: Scott A. Loehr, Superintendent	# Attached Pages <u> </u>
Principal's Initials: <u> </u>	

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

May 2, 2018 Special Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING Center High School Theater 3111 Center Court Lane, Antelope, CA 95843

Monday, May 2, 2018

MINUTES

CALL TO ORDER - Trustee Pope called the meeting to order at 6:02 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope, Mr. Wilson
Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assist. Supt., Operations & Facilities
David Grimes, Director of Personnel/Student Services
Mike Jordan, Director of C&I and Special Education
Administrators Absent: Lisa Coronado, Director of Fiscal Services

FLAG SALUTE - led by Nancy Anderson

ADOPTION OF AGENDA - the agenda was adopted as presented.

Motion: Wilson
Second: Hunt

Vote: General Consent

COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA - None

RECOGNITIONS

1. Staff and Student Recognitions from Various Sites – The retirees were recognized for their years of service with the district and were presented with a plaque. Students from each site were presented certificates for various academic and/or athletic accomplishments.

There was a brief adjournment, 6:47 pm - 6:51 pm.

BUSINESS ITEMS

A. **APPROVED - Contract with Nacht & Lewis for Architect Services for Financial Hardship Modernization Projects at Center High School**

Motion: Kelley
Second: Wilson

Vote: General Consent

B. **APPROVED - Contract with ATI Architects and Engineers for Architect Services for Financial Hardship Modernization Projects at Oak Hill Elementary and North Country Elementary**

Motion: Kelley
Second: Wilson

Vote: General Consent

C. APPROVED - Approve Contract with Bill Litchfield Construction, Inc. for Center High School New Campus Entry Plaza Project

Motion: Kelley
Second: Wilson

Vote: General Consent

D. APPROVED - Approve Contract with Biondi Paving, Inc. for Campus Fencing Upgrades and Basketball Court Replacement Projects

Motion: Kelley
Second: Wilson

Vote: General Consent

ADVANCE PLANNING

a. *Future Meeting Dates:*

- i. Regular Meeting: Wednesday, May 16, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*

b. *Suggested Agenda Items:*

ADJOURNMENT – 6:52 p.m.

Motion: Hunt
Second: Pope

Vote: General Consent

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Kelly Kelley, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

Dept./Site: Superintendent's Office

To: Board of Trustees

Date: May 16, 2018

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials:

AGENDA REQUEST FOR:

Action Item X

Information Item _____

Attached Pages 2

SUBJECT: 2018-2019 Legal Services Fees - Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law

Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law are increasing their legal services fees for the 2018-19 school year effective July 1, 2018.

RECOMMENDATION: CJUSD Board of Trustees approve the 2018-2019 Legal Services Fees with Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law.

CONSENT AGENDA

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL LAW CORPORATION
ATTORNEYS AT LAW

2485 NATOMAS PARK DRIVE, SUITE 240
SACRAMENTO, CALIFORNIA 95833-2937
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PLEASANTON
(925) 227-9200
RIVERSIDE
(951) 683-1122
SAN DIEGO
(619) 485-9526

OUR FILE NUMBER:
005484.00001
19714367.1

April 20, 2018
Via Email Only

Scott A. Loehr (sloehr@centerusd.org)
Superintendent
Center Unified School District
8408 Watt Avenue
Antelope, CA 95843

Re: Legal Services Fees

Dear Mr. Loehr:

Our cost of providing legal services has increased during the past year. Although our team of experienced education law attorneys makes every effort to perform work as expertly and efficiently as possible, we must increase our hourly and training rates effective July 1, 2018. Based upon market surveys, our rates continue to be below our competitors.

Our current Agreement for Special Services, Section III.A., authorizes rate increases by providing at least thirty (30) days' written notice. Please accept this as our notice that our rates effective July 1, 2018 will be as indicated below.

Hourly Rates

Senior Partners	\$300.00
Partners/Senior Counsel	\$285.00
Senior Associates	\$265.00
Associates	\$255.00
Non-Legal Consultants	\$220.00
Electronic Technology Litigation Specialist	\$205.00
Senior Paralegals/Law Clerks	\$200.00
Paralegals/Legal Assistants	\$190.00

Fixed Rates

A full day of training (up to 8 hours)	\$6,000.00
A half day of training (up to 4 hours)	\$4,000.00
A two hour training (no change)	\$3,000.00
A one hour training (no change)	\$2,000.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Scott A. Loehr
April 20, 2018
Page 2

We want you to know we appreciate serving your legal needs as your trusted advisors.
Please do not hesitate to contact me if you have any questions or concerns.

Very truly yours,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO


A handwritten signature in black ink, appearing to read "Scott K. Holbrook". The signature is fluid and cursive, with the first name "Scott" being more prominent.

Scott K. Holbrook

SKH/eb

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	May 16, 2018	Information Item	<u> </u>
To:	Board of Trustees	# Attached Pages	<u> 1 </u>
From:	 David Grimes, Director of Personnel and Student Services		

CONSENT AGENDA

Subject: Classified Personnel Transactions

New Hire

Ronald Goodspeed
Kevin Kelly
Linda Tambellini

Retirement

Paula Robinson

Resignation

Paola Perez

Released

Katrina McCune

Recommendation: Approve Classified Personnel Transactions as Submitted

Ronald Goodspeed has been hired as Lead Custodian at Wilson Riles Middle School effective May 14, 2018.

Kevin Kelly has been hired as a Groundskeeper for the District Office effective April 23, 2018.

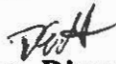
Linda Tambellini has been hired as an Instructional Specialist/PH Autism at Center Preschool effective April 16, 2018.

Paula Robinson is retiring from her position as Executive Assistant for Special Education effective June 30, 2018.

Paola Perez has resigned from her position as Noon Duty at North Country Elementary School effective April 13, 2018.

Katrina McCune has been released from her position as an Instructional Specialist/PH Autism at Spinelli Elementary. She has been placed on a 39 month rehire list effective April 24, 2018.

Center Joint Unified School District

AGENDA REQUEST FOR:			
Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	May 16, 2018	Information Item	
To:	Board of Trustees	# Attached Pages	<u>1</u>
From:	 David Grimes, Director of Personnel and Student Services		

<p>Subject: Certificated Personnel Transactions</p> <p><u>New Hires</u></p> <p>Elizabeth Donnelly, North Country Elementary School Justin Haxton, Dudley Elementary School Sherri Louie Petitt, Curriculum and Instruction Principal, North Country Elementary School Principal, Wilson Riles Middle School</p> <p><u>Resignations</u></p> <p>Elizabeth Hughes, North Country Elementary School Joyce Frisch, Wilson Riles Middle School</p> <p><u>Retirement</u></p> <p>Kathleen Lord, North Country Elementary School</p> <p style="margin-top: 20px;">Recommendation: Approve Certificated Personnel Transactions as Submitted</p>

CONSENT AGENDA

New Hires

Elizabeth Donnelly has been hired as a Kindergarten Teacher, North Country Elementary School, effective August 6, 2018.

Justin Haxton has been hired as a Sixth Grade Teacher, Dudley Elementary School, effective August 6, 2018.

Sherri Louie-Petitt has been hired as a Speech Therapist, Curriculum and Instruction, effective August 6, 2018.

Principal, to be determined, North Country Elementary School, effective July 1, 2018.

Principal, to be determined, Wilson Riles Middle School, effective July 1, 2018.

Resignations

Elizabeth Hughes has submitted her intent to resign from her position as Fourth Grade Teacher, North Country Elementary School, effective end of day on May 25, 2018.

Joyce Frisch has submitted her intent to resign from her position as Principal, Wilson Riles Middle School, effective end of day on June 30, 2018.

Retirement

Kathleen Lord has submitted her intent to retire from her position as Principal, North Country Elementary School, effective end of day on June 30, 2018.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Educational Talent Search

Date: 6/27/18 to 6/30/18

Action Item XX

To: CUSD Board of Trustees

Information Item

From: Boun Moua, Program Advisor

Attached Pages (8)

Director of Curriculum's Initial's MOS

SUBJECT: Educational Talent Search (ETS) Yosemite Nature Bridge Education Program from June 27th to June 30th, 2018

Educational Talent Search invites current 8th and 9th grade students to join us for our Yosemite Nature Bridge trip. This trip will take place from June 27th to June 30th, 2018. We will be traveling by charter bus and students will be lodging in cabins of Crane Flat. Yosemite Nature Bridge is an educational program that encourages hands-on learning through science and nature. Students explore the geologic history of the Sierra Nevada; engage in field research projects, such as macroinvertebrate biomonitoring; and discover how the environment has supported humans, from the early Miwok to the present. Students are empowered to see how their actions impact their community and the world around them through service learning projects. We will be inviting 20 students from Center Unified School District. Educational Talent Search will cover all expenses including lodging, transportation, meals and tuition of students into the Nature Bridge Education Program.

CONSENT AGENDA

RECOMMENDATION: Please approve the Yosemite Nature Bridge Education Program visit for current ETS students.

XV-6



NatureBridge Yosemite
(209) 379-9511
naturebridge.org

Apr 19, 2018

Initial Invoice

Invoice # 1901-000538

Educational Talent Search- ARC

Diana Garcia
4700 College Oak Drive
Sacramento, CA 95841

P: (916) 484-8063

E: garciad@arc.losrios.edu

Field Science | 4:00PM Wednesday, June 27, 2018 - Saturday, June 30, 2018 at TBD

CHARGES

Item	Description	QTY	Price	Subtotal	Tax	Total
4 Day Student Tuition		40	\$418.00	\$16,720.00	\$0.00	\$16,720.00
4 Day Teacher/Chaperone Tuition		4	\$378.00	\$1,512.00	\$0.00	\$1,512.00
Scholarship Fees		44	\$2.00	\$88.00	\$0.00	\$88.00
Total Charges						\$ 18,320.00

PAYMENTS

Date	Payment Description	Amount Paid
	Total Payments	\$ 0.00
	BALANCE DUE	18,320.00

Please remit **\$4,580.00** to the address below by **5/3/2018**. If the deposit is not received by 5/3/2018, your participation in our program cannot be guaranteed!

PAYMENT IN FULL IS DUE 30 DAYS PRIOR TO ARRIVAL

Please remit to: NatureBridge, 28 Geary Street, Suite 650, San Francisco, CA 94108

Please write your Invoice Number on your check

Our mission is to foster environmental literacy to sustain our planet.



Hi Diana,

Thank you for booking your program with NatureBridge in Yosemite National Park!

Your work as a group coordinator is critical to creating a successful experience for your students and chaperones, and we are here to help each step of the way.

There are 3 steps to confirming your reservation:

Step 1: Review the contract, invoice, participant numbers, program dates, and lodging information carefully.

Please take note of your **90-day number due date: 03/29/2018**. We will ask for a confirmation of your youth and adult participant numbers on this date. After this date, your group size can drop by no more than 5% without incurring forfeitures of tuition (see contract for details).

Review the attached lodging schedule for your lodging information. Keep in mind that this is just a simple itinerary outlining where your group will be staying each night. You will receive a more detailed itinerary from our operations team closer to the start date of your program.

Please note that NatureBridge has recently revised our program contract. The contract has not changed significantly in its legal provisions. However, we have attempted to reflect a better understanding of responsibilities for each organization. If you have any questions, don't hesitate to ask.

If you have any questions or find any discrepancies, please contact the Outreach and Enrollment Team at yosemitereservations@naturebridge.org or [209-379-9511 ext 25](tel:209-379-9511).

Step 2: Sign and return your contract to our San Francisco office accounting manager.

A signed copy of your contract is due by 05/3/2018.

The contract can be sent by any of the following methods:

Email kmcgonigle@naturebridge.org
Fax 415-992-4711
Mail NatureBridge,
Attn: Kathy McGonigle,
28 Geary Street, Suite 650,
San Francisco, CA 94108

Step 3: Submit your 25% deposit by 05/3/2018.

- Your 25% deposit amount is shown on the attached invoice.
- Final payment is due 30 days prior to the start date of your program.



- Please submit all payments to our National Office at the mailing address listed above.
- Please note that all payments held by NatureBridge are non-transferable and non-refundable (see contract for details).

Planning Your Program

The NatureBridge operations team will be planning your on-the-ground logistics.

Visit our **Plan Your Program** page <https://www.naturebridge.org/your-naturebridge-program-yosemite> to access all of the resources that you will need to plan your program including our Group Coordinator Manual and Logistical Checklist, Chaperone Manual, packing lists, and all of the paperwork that you will need to submit.

We recommend that you immediately print the Group Coordinator Manual and Logistical Checklist document. This document is located on the Plan Your Program page of our website.

Get Excited!

You are giving your students the opportunity to learn, explore, and play in one of the most beautiful places on earth with our exceptional educators. It will be an experience that they will never forget!

Please don't hesitate to call or e-mail if you have any questions along the way. We are here to support you and all that you are doing to make your trip happen.

All the best,

The NatureBridge Outreach and Enrollment Team in Yosemite



Field Science Program Itinerary: Educational Talent Search- ARC (9th/10th)

Program Dates: Wednesday, June 27, 2018 thru Saturday, June 30, 2018

Participant Numbers: Youth:30 Adults: 4

Your arrival time for this program will be at 4:00PM on Wednesday, June 27, 2018

Wednesday	You will stay overnight at Crane Flat
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Thursday	You will stay overnight at Crane Flat
-----------------	--

Friday	You will stay overnight at Crane Flat
---------------	--

Saturday	Departure Day
-----------------	----------------------

DEPARTURE TIME at the end of the week is up to you. We offer programming until 3pm, however you can schedule an earlier departure time as convenient for your group.

BOYSTOWN is the "neighborhood" in Curry Village where NatureBridge groups stay. Tent cabins and WOBs are the two different types of cabins that we use in Boystown. Depending on availability, the type of cabin you are assigned may change.

PHOTOS of both Boystown and Crane Flat accommodations are available on our [website](#)!



NATUREBRIDGE CONTRACT FOR ENVIRONMENTAL SCIENCE PROGRAMS

This Contract for Environmental Science Programs (the "Contract") is entered into by and between Educational Talent Search- ARC and NatureBridge (together, the "Parties") for the dates of **06/27/2018-06/30/2018** at the **Yosemite Campus**. The Parties agree as follows:

Definitions: The following definitions shall apply to this Contract.

"Chaperone" means and includes all persons 21 or older, including teachers, who have been designated by the Group as being responsible for Minor Participants.

"Environmental Science Program" or "Program" means the educational program to be provided to the Group in accordance with the terms and conditions set forth in this Contract.

"Group" means and includes any and all students, teachers, parents, chaperones, and all other related or affiliated individuals who participate in the Program.

"Group Authorized Representative" means the individual who has been duly authorized by the Group to enter into and agree to be bound by this Contract.

"Learning Group" means each smaller group into which the Participants are divided during the Program.

"Minor Participants" means those Participants who are younger than age 18.

"NatureBridge" means NatureBridge, a California Public Benefit Corporation.

"NatureBridge Campus" shall mean those areas of the respective National or State Park and private camps in which the Program is conducted, and generally includes the dining and lodging facilities, as well as any classrooms, labs and administrative buildings.

"Participant" means and includes all students, parents, teachers and chaperones who participate in the Environmental Science Program.

"Program Day" shall mean that portion of a day when the Program is in process and during which NatureBridge staff are responsible for the supervision and safety of the Participants. A Program Day generally begins each day when NatureBridge staff meet the participants and ends when the Program has been concluded by NatureBridge staff and the Participants have been released to the supervision and control of the Chaperones.

"Scheduled Arrival Date" means the date on which Group is scheduled to arrive at the NatureBridge Campus.

"School" means the school with which the Group is affiliated, if any.

NatureBridge Responsibilities. NatureBridge shall:

1. Provide the Environmental Science Program agreed to by Group and NatureBridge. The Program includes educator staff; group experiential learning; meals; lodging; and limited intra-park transportation.
2. Be responsible for the safety and supervision of all Participants at all times during each Program Day except under certain circumstances outlined below in Group Responsibilities.
3. Reserve the right, in its sole discretion, to refuse to enroll in a Program any person whose participation NatureBridge reasonably believes may present a risk of harm to that individual or to others.

Group Responsibilities. The Group shall:

1. Be familiar and comply with all NatureBridge policies and procedures applicable to the Program. Such policies and procedures are available online or will be provided upon request.
2. Deliver to NatureBridge, by no later than the first day of the Program, NatureBridge Participant Agreements signed by each adult Participant, and by the parent or guardian of each Minor Participant, as the case may be. The Group understands and agrees that no individual will be allowed to participate in any Program without a duly signed Participant Agreement.
3. Provide all transportation of Participants to and from the Program.
4. Provide at least one Chaperone for each Learning Group.
5. Provide a sufficient number of additional Chaperones if needed to ensure the safety and appropriate supervision of all Minor Participants.
6. Assume full responsibility for the safety and supervision of all Participants during all times that are before or after each Program Day.
7. Ensure that no alcohol is consumed by Chaperones at any time while they are responsible for the safety and supervision of Minor Participants.
8. Be responsible for knowing any medication requirements and/or any relevant physical or mental conditions or limitations of Minor Participants, and for administering any medication to Minor Participants in accordance with School policies.
9. Be responsible for any Participant who is required to remain on the NatureBridge Campus during the Program Day due to injury or illness.
10. Obtain advance permission from NatureBridge staff before removing Participants from any Program-related activity in order to enable such Participants to participate in a non-Program-related activity not prohibited by NatureBridge policies; upon being granted such advance permission, the Group shall assume full responsibility for the Participants and the risks associated with such non-Program-related activity. Participants shall not be removed from a Program for more than three (3) hours.
11. Be responsible for any loss of or damage to NatureBridge property, equipment and facilities caused by the acts or omissions of any Group member.
12. Discourage Group members from bringing any unnecessary items or property to the NatureBridge Campus, and hold NatureBridge harmless for the theft or loss of any personal items belonging to Group Participants.
13. Be responsible for being familiar, and complying, with the Group Coordinator Manual, which can be found online at naturebridge.org

Deposit Policy: The Group is required to provide a booking deposit representing 25% of the total cost of the Program based on the estimated number of Participants ("Booking Deposit"). The Booking Deposit must be remitted to NatureBridge by the date noted on the attached invoice. The Booking Deposit is non-refundable and is not transferable to other Programs or dates.



Minimum Group Size: Because each NatureBridge Campus has different vendor requirements, the Group agrees to pay for the following minimum number of Participants, regardless of whether the actual Group has fewer Participants: **Yosemite:** minimum 14 Participants. **Golden Gate:** minimum 12 Participants. **Olympic:** minimum 12 Participants. **Southern California:** minimum 25 Participants at Circle X Ranch, minimum 30 Participants at Hess Kramer, minimum 15 Participants at Shalom Institute, and minimum 15 Participants for day Programs. Individual Participants who leave the Program early for any reason will forfeit their entire payment. No refunds will be provided.

Group Reservation Confirmation: Upon receipt of the 25% Booking Deposit and this Contract signed by a duly authorized representative of the Group, NatureBridge will confirm the Group's reservation.

Changes in Group Reservation:

- The Group may decrease the number of Participants by up to a maximum of 5% of the original number of Participants within ninety (90) days of the Group's Scheduled Arrival Date without charge.
- A decrease in the number of Participants by greater than 5% of the total number of Participants within ninety (90) days prior to the Scheduled Arrival Date will result in a forfeit charge at the full youth rate for each Participant above 5%.
- Participant numbers may not increase without prior written approval from NatureBridge.
- If the Group cancels within ninety (90) days of the Scheduled Arrival Date, the full tuition payment remains due and owing, and must be paid within five (5) days of the cancellation.

Final Payment: Payment in full is due thirty (30) days' prior to the Scheduled Arrival Date.

Scholarship Fee: A \$2.00 per Participant scholarship fee is assessed for all Groups. This fee is deposited directly into the NatureBridge scholarship fund.

Insurance: The Group agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for the activity covered by this Contract, and agrees to name NatureBridge as an additional covered party or as additional insured on any policy of insurance or self-insurance coverage. NatureBridge agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for the activity covered by this Agreement, and agrees to name the Group as additional insured on any policy of insurance or self-insurance coverage.

Indemnity: The Group agrees to indemnify and hold harmless NatureBridge, and its officers, directors, employees, agents and related entities, from and against all claims, demands, actions, damages, liabilities, costs and expenses (including but not limited to reasonable attorneys' fees and costs), caused by, arising out of, or related to any negligent, wrongful or unlawful act or omission on the part of the Group, or any of its members.

Except as otherwise expressly provided for in this Contract, NatureBridge agrees to indemnify and hold harmless, the Group, and its individual members, from and against all claims, demands, actions, damages, liabilities, costs and expenses (including reasonable attorneys' fees and costs), caused by, arising out of, or related to any negligent, wrongful, or unlawful act or omission on the part of NatureBridge, or any of its employees or agents.

Neither NatureBridge nor the Group shall be obligated to indemnify the other party in any manner whatsoever for the other party's negligence.

Non-Discrimination: NatureBridge and its contractors and/or subcontractors do not discriminate against any individual or group based upon race, color, religion, national origin, sex, age, ancestry, citizenship, physical or



mental disability, marital status, medical condition, sexual orientation, gender identification, or on the basis of any other characteristic protected by applicable law.

Privacy policy: NatureBridge respects the confidentiality of the information provided by Participants, and will not sell or make available this information to other organizations. NatureBridge reserves the right to use this information for internal marketing and development purposes.

California Law/Severability: This Contract is entered into and governed by the laws of the State of California. Any provision determined to be void or illegal under applicable law shall be deemed severable, and all other provisions of this Contract shall remain in full force and effect.

Mediation/Arbitration: In the event of any dispute between the Parties with regard to the terms of this Contract, the Parties agree to submit such dispute to mediation in a good faith effort to resolve the dispute informally. Mediation will be held at the following locations: In San Francisco, CA for California programming; and in Seattle, WA for Washington programming. The costs of such mediation shall be shared equally by the Parties. Should mediation not resolve the dispute, the Parties agree to submit the dispute to binding arbitration before the American Arbitration Association, pursuant to the Rules for Commercial Disputes. The arbitration will take place in the respective locations referenced above based on Program location. The award of the arbitrator shall be final and binding with no right of appeal. The costs and expenses of arbitration shall be shared equally by the Parties, and each side shall bear its own attorney's fees and costs, unless otherwise determined by the arbitrator in his/her award.

Entire Agreement: The Parties agree that this Contract constitutes the entire agreement between them on the subjects encompassed herein; that all prior agreements, whether oral or written, are expressly superseded and of no force or effect; and that no changes or modifications to the terms of this Contract shall be valid unless made in writing and signed by duly authorized representatives of both Parties.

Authority: Each person signing below represents and warrants that he/she is authorized to enter into this Contract and to commit his/her organization to its terms.

Dated: April 19, 2018

Dated: _____

NatureBridge:

Group Authorized Representative:

By:

A handwritten signature in blue ink, appearing to read "Aaron Rich", written over a horizontal line.

By: _____

Aaron Rich

Print Name: _____

Golden Gate Director

Title: _____

Group: Educational Talent Search- ARC

Dates: 06/27/2018-06/30/2018

NatureBridge Campus: Yosemite



Please return signed contract to our San Francisco Office by any of the following methods:

Email: accountsreceivable@naturebridge.org Fax: 415-992-4711

Mail: NatureBridge, Attn: Accounts Receivable, 28 Geary Street, Suite 650, San Francisco, CA 94108

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Educational Talent Search

Date: 6/12/18 to 6/15/18

Action Item XX

To: CUSD Board of Trustees

Information Item

From: Boun Moua, Program Advisor

Attached Pages (8)

Director of Curriculum's Initial's MOA

SUBJECT: Educational Talent Search (ETS) Yosemite Nature Bridge Education Program from June 12th to June 15th, 2018

Educational Talent Search invites current ^{7th} grade students to join us for our Yosemite Nature Bridge trip. This trip will take place from June 12th to June 15th, 2018. We will be traveling by charter bus and students will be lodging in cabins of Crane Flat. Yosemite Nature Bridge is an educational program that encourages hands-on learning through science and nature. Students explore the geologic history of the Sierra Nevada; engage in field research projects, such as macroinvertebrate biomonitoring; and discover how the environment has supported humans, from the early Miwok to the present. Students are empowered to see how their actions impact their community and the world around them through service learning projects. We will be inviting 14 students from Wilson C. Riles Middle School. Educational Talent Search will cover all expenses including lodging, transportation, meals and tuition of students into the Nature Bridge Education Program.

CONSENT AGENDA

RECOMMENDATION: Please approve the Yosemite Nature Bridge Education Program visit for current ETS students.

XV-7



NatureBridge Yosemite
(209) 379-9511
naturebridge.org

Apr 19, 2018

Initial Invoice

Invoice # 1801-000707

Educational Talent Search- ARC

Diana Garcia
4700 College Oak Drive
Sacramento, CA 95841

P: (916) 484-8063

E: garciad@arc.losrios.edu

Field Science | 4:00PM Tuesday, June 12, 2018 - Friday, June 15, 2018 at TBD

CHARGES

Item	Description	QTY	Price	Subtotal	Tax	Total
4 Day Student Tuition		28	\$418.00	\$11,704.00	\$0.00	\$11,704.00
4 Day Teacher/Chaperone Tuition		3	\$378.00	\$1,134.00	\$0.00	\$1,134.00
Scholarship Fees		31	\$2.00	\$62.00	\$0.00	\$62.00
Total Charges						\$ 12,900.00

PAYMENTS

Date	Payment Description	Amount Paid
	Total Payments	\$ 0.00
	BALANCE DUE	12,900.00

Please remit **\$3,225.00** to the address below by **5/3/2018**. If the deposit is not received by 5/3/2018, your participation in our program cannot be guaranteed!

PAYMENT IN FULL IS DUE 30 DAYS PRIOR TO ARRIVAL

Please remit to: NatureBridge, 28 Geary Street, Suite 650, San Francisco, CA 94108

Please write your Invoice Number on your check

Our mission is to foster environmental literacy to sustain our planet.



Hi Diana,

Thank you for booking your program with NatureBridge in Yosemite National Park!

Your work as a group coordinator is critical to creating a successful experience for your students and chaperones, and we are here to help each step of the way.

There are 3 steps to confirming your reservation:

Step 1: Review the contract, invoice, participant numbers, program dates, and lodging information carefully.

Please take note of your **90-day number due date: 03/14/2018**. We will ask for a confirmation of your youth and adult participant numbers on this date. After this date, your group size can drop by no more than 5% without incurring forfeitures of tuition (see contract for details).

Review the attached lodging schedule for your lodging information. Keep in mind that this is just a simple itinerary outlining where your group will be staying each night. You will receive a more detailed itinerary from our operations team closer to the start date of your program.

Please note that NatureBridge has recently revised our program contract. The contract has not changed significantly in its legal provisions. However, we have attempted to reflect a better understanding of responsibilities for each organization. If you have any questions, don't hesitate to ask.

If you have any questions or find any discrepancies, please contact the Outreach and Enrollment Team at yosemitereservations@naturebridge.org or [209-379-9511](tel:209-379-9511) ext 25.

Step 2: Sign and return your contract to our San Francisco office accounting manager.

A signed copy of your contract is due by 05/3/2018.

The contract can be sent by any of the following methods:

Email kmcgonigle@naturebridge.org

Fax 415-992-4711

Mail NatureBridge,
Attn: Kathy McGonigle,
28 Geary Street, Suite 650,
San Francisco, CA 94108

Step 3: Submit your 25% deposit by 05/3/2018.

- Your 25% deposit amount is shown on the attached invoice.
- Final payment is due 30 days prior to the start date of your program.



- Please submit all payments to our National Office at the mailing address listed above.
- Please note that all payments held by NatureBridge are non-transferable and non-refundable (see contract for details).

Planning Your Program

The NatureBridge operations team will be planning your on-the-ground logistics.

Visit our **Plan Your Program** page <https://www.naturebridge.org/your-naturebridge-program-yosemite> to access all of the resources that you will need to plan your program including our Group Coordinator Manual and Logistical Checklist, Chaperone Manual, packing lists, and all of the paperwork that you will need to submit.

We recommend that you immediately print the Group Coordinator Manual and Logistical Checklist document. This document is located on the Plan Your Program page of our website.

Get Excited!

You are giving your students the opportunity to learn, explore, and play in one of the most beautiful places on earth with our exceptional educators. It will be an experience that they will never forget!

Please don't hesitate to call or e-mail if you have any questions along the way. We are here to support you and all that you are doing to make your trip happen.

All the best,

The NatureBridge Outreach and Enrollment Team in Yosemite



Field Science Program Itinerary: Educational Talent Search- ARC (7th/8th)

Program Dates: Tuesday, June 12, 2018 thru Friday, June 15, 2018

Participant Numbers: Youth:28 Adults: 3

Your arrival time for this program will be at 4:00PM on Tuesday, June 12, 2018

Tuesday	You will stay overnight at Crane Flat
Wednesday	You will stay overnight at Crane Flat
Thursday	You will stay overnight at Crane Flat
Friday	Departure Day

DEPARTURE TIME at the end of the week is up to you. We offer programming until 3pm, however you can schedule an earlier departure time as convenient for your group.

BOYSTOWN is the "neighborhood" in Curry Village where NatureBridge groups stay. Tent cabins and WOBs are the two different types of cabins that we use in Boystown. Depending on availability, the type of cabin you are assigned may change.

PHOTOS of both Boystown and Crane Flat accommodations are available on our [website](#)!



NATUREBRIDGE CONTRACT FOR ENVIRONMENTAL SCIENCE PROGRAMS

This Contract for Environmental Science Programs (the "Contract") is entered into by and between Educational Talent Search- ARC and NatureBridge (together, the "Parties") for the dates of **06/12/2018-06/15/2018** at the **Yosemite Campus**. The Parties agree as follows:

Definitions: The following definitions shall apply to this Contract.

"Chaperone" means and includes all persons 21 or older, including teachers, who have been designated by the Group as being responsible for Minor Participants.

"Environmental Science Program" or "Program" means the educational program to be provided to the Group in accordance with the terms and conditions set forth in this Contract.

"Group" means and includes any and all students, teachers, parents, chaperones, and all other related or affiliated individuals who participate in the Program.

"Group Authorized Representative" means the individual who has been duly authorized by the Group to enter into and agree to be bound by this Contract.

"Learning Group" means each smaller group into which the Participants are divided during the Program.

"Minor Participants" means those Participants who are younger than age 18.

"NatureBridge" means NatureBridge, a California Public Benefit Corporation.

"NatureBridge Campus" shall mean those areas of the respective National or State Park and private camps in which the Program is conducted, and generally includes the dining and lodging facilities, as well as any classrooms, labs and administrative buildings.

"Participant" means and includes all students, parents, teachers and chaperones who participate in the Environmental Science Program.

"Program Day" shall mean that portion of a day when the Program is in process and during which NatureBridge staff are responsible for the supervision and safety of the Participants. A Program Day generally begins each day when NatureBridge staff meet the participants and ends when the Program has been concluded by NatureBridge staff and the Participants have been released to the supervision and control of the Chaperones.

"Scheduled Arrival Date" means the date on which Group is scheduled to arrive at the NatureBridge Campus.

"School" means the school with which the Group is affiliated, if any.

NatureBridge Responsibilities. NatureBridge shall:

1. Provide the Environmental Science Program agreed to by Group and NatureBridge. The Program includes educator staff; group experiential learning; meals; lodging; and limited intra-park transportation.
2. Be responsible for the safety and supervision of all Participants at all times during each Program Day except under certain circumstances outlined below in Group Responsibilities.
3. Reserve the right, in its sole discretion, to refuse to enroll in a Program any person whose participation NatureBridge reasonably believes may present a risk of harm to that individual or to others.



Group Responsibilities. The Group shall:

1. Be familiar and comply with all NatureBridge policies and procedures applicable to the Program. Such policies and procedures are available online or will be provided upon request.
2. Deliver to NatureBridge, by no later than the first day of the Program, NatureBridge Participant Agreements signed by each adult Participant, and by the parent or guardian of each Minor Participant, as the case may be. The Group understands and agrees that no individual will be allowed to participate in any Program without a duly signed Participant Agreement.
3. Provide all transportation of Participants to and from the Program.
4. Provide at least one Chaperone for each Learning Group.
5. Provide a sufficient number of additional Chaperones if needed to ensure the safety and appropriate supervision of all Minor Participants.
6. Assume full responsibility for the safety and supervision of all Participants during all times that are before or after each Program Day.
7. Ensure that no alcohol is consumed by Chaperones at any time while they are responsible for the safety and supervision of Minor Participants.
8. Be responsible for knowing any medication requirements and/or any relevant physical or mental conditions or limitations of Minor Participants, and for administering any medication to Minor Participants in accordance with School policies.
9. Be responsible for any Participant who is required to remain on the NatureBridge Campus during the Program Day due to injury or illness.
10. Obtain advance permission from NatureBridge staff before removing Participants from any Program-related activity in order to enable such Participants to participate in a non-Program-related activity not prohibited by NatureBridge policies; upon being granted such advance permission, the Group shall assume full responsibility for the Participants and the risks associated with such non-Program-related activity. Participants shall not be removed from a Program for more than three (3) hours.
11. Be responsible for any loss of or damage to NatureBridge property, equipment and facilities caused by the acts or omissions of any Group member.
12. Discourage Group members from bringing any unnecessary items or property to the NatureBridge Campus, and hold NatureBridge harmless for the theft or loss of any personal items belonging to Group Participants.
13. Be responsible for being familiar, and complying, with the Group Coordinator Manual, which can be found online at naturebridge.org

Deposit Policy: The Group is required to provide a booking deposit representing 25% of the total cost of the Program based on the estimated number of Participants ("Booking Deposit"). The Booking Deposit must be remitted to NatureBridge by the date noted on the attached invoice. The Booking Deposit is non-refundable and is not transferable to other Programs or dates.

Minimum Group Size: Because each NatureBridge Campus has different vendor requirements, the Group agrees to pay for the following minimum number of Participants, regardless of whether the actual Group has fewer Participants: **Yosemite:** minimum 14 Participants. **Golden Gate:** minimum



12 Participants. **Olympic:** minimum 12 Participants. **Southern California:** minimum 25 Participants at Circle X Ranch, minimum 30 Participants at Hess Kramer, minimum 15 Participants at Shalom Institute, and minimum 15 Participants for day Programs. Individual Participants who leave the Program early for any reason will forfeit their entire payment. No refunds will be provided.

Group Reservation Confirmation: Upon receipt of the 25% Booking Deposit and this Contract signed by a duly authorized representative of the Group, NatureBridge will confirm the Group's reservation.

Changes in Group Reservation:

- The Group may decrease the number of Participants by up to a maximum of 5% of the original number of Participants within ninety (90) days of the Group's Scheduled Arrival Date without charge.
- A decrease in the number of Participants by greater than 5% of the total number of Participants within ninety (90) days prior to the Scheduled Arrival Date will result in a forfeit charge at the full youth rate for each Participant above 5%.
- Participant numbers may not increase without prior written approval from NatureBridge.
- If the Group cancels within ninety (90) days of the Scheduled Arrival Date, the full tuition payment remains due and owing, and must be paid within five (5) days of the cancellation.

Final Payment: Payment in full is due thirty (30) days' prior to the Scheduled Arrival Date.

Scholarship Fee: A \$2.00 per Participant scholarship fee is assessed for all Groups. This fee is deposited directly into the NatureBridge scholarship fund.

Insurance: The Group agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for the activity covered by this Contract, and agrees to name NatureBridge as an additional covered party or as additional insured on any policy of insurance or self-insurance coverage. NatureBridge agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for the activity covered by this Agreement, and agrees to name the Group as additional insured on any policy of insurance or self-insurance coverage.

Indemnity: The Group agrees to indemnify and hold harmless NatureBridge, and its officers, directors, employees, agents and related entities, from and against all claims, demands, actions, damages, liabilities, costs and expenses (including but not limited to reasonable attorneys' fees and costs), caused by, arising out of, or related to any negligent, wrongful or unlawful act or omission on the part of the Group, or any of its members.

Except as otherwise expressly provided for in this Contract, NatureBridge agrees to indemnify and hold harmless, the Group, and its individual members, from and against all claims, demands, actions, damages, liabilities, costs and expenses (including reasonable attorneys' fees and costs), caused by, arising out of, or related to any negligent, wrongful, or unlawful act or omission on the part of NatureBridge, or any of its employees or agents.

Neither NatureBridge nor the Group shall be obligated to indemnify the other party in any manner whatsoever for the other party's negligence.

Non-Discrimination: NatureBridge and its contractors and/or subcontractors do not discriminate against any individual or group based upon race, color, religion, national origin, sex, age, ancestry, citizenship, physical or mental disability, marital status, medical condition, sexual orientation, gender identification, or on the basis of any other characteristic protected by applicable law.



Privacy policy: NatureBridge respects the confidentiality of the information provided by Participants, and will not sell or make available this information to other organizations. NatureBridge reserves the right to use this information for internal marketing and development purposes.

California Law/Severability: This Contract is entered into and governed by the laws of the State of California. Any provision determined to be void or illegal under applicable law shall be deemed severable, and all other provisions of this Contract shall remain in full force and effect.

Mediation/Arbitration: In the event of any dispute between the Parties with regard to the terms of this Contract, the Parties agree to submit such dispute to mediation in a good faith effort to resolve the dispute informally. Mediation will be held at the following locations: In San Francisco, CA for California programming; and in Seattle, WA for Washington programming. The costs of such mediation shall be shared equally by the Parties. Should mediation not resolve the dispute, the Parties agree to submit the dispute to binding arbitration before the American Arbitration Association, pursuant to the Rules for Commercial Disputes. The arbitration will take place in the respective locations referenced above based on Program location. The award of the arbitrator shall be final and binding with no right of appeal. The costs and expenses of arbitration shall be shared equally by the Parties, and each side shall bear its own attorney's fees and costs, unless otherwise determined by the arbitrator in his/her award.

Entire Agreement: The Parties agree that this Contract constitutes the entire agreement between them on the subjects encompassed herein; that all prior agreements, whether oral or written, are expressly superseded and of no force or effect; and that no changes or modifications to the terms of this Contract shall be valid unless made in writing and signed by duly authorized representatives of both Parties.

Authority: Each person signing below represents and warrants that he/she is authorized to enter into this Contract and to commit his/her organization to its terms.

Dated: April 19, 2018

Dated: _____

NatureBridge:

Group Authorized Representative:

By:

By: _____

Aaron Rich

Print Name: _____

Golden Gate Director

Title: _____

Group: Educational Talent Search- ARC

Dates: 06/12/2018-06/15/2018

NatureBridge Campus: Yosemite

Please return signed contract to our San Francisco Office by any of the following methods:

Email: accountsreceivable@naturebridge.org Fax: 415-992-4711

Mail: NatureBridge, Attn: Accounts Receivable, 28 Geary Street, Suite 650, San Francisco, CA 94108

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Educational Talent Search

Date: 6/6/2018 – 6/8/2018

Action Item ☒ XX

To: CUSD Board of Trustees

Information Item ☐

From: Boun Moua, Program Advisor

Attached Pages ~~(10)~~ (1)

Director of Curriculum's Initials MDJ

SUBJECT: Educational Talent Search (ETS) Southern California College Tours and Museum of Tolerance from June 6th to June 8th, 2018

Educational Talent Search would like to invite 15 Center High School students to tour colleges in Southern California and provide the students with a cultural enrichment experience at the Museum of Tolerance in Los Angeles, California. This trip will take place from June 6th to June 8th, 2018 and we will be traveling by charter bus. Students will be touring University of California, Irvine, University of California, Los Angeles and University of Southern California to be exposed to the three colleges. Touring colleges is especially important for our students to best encourage them to make college a goal of theirs and to help our students choose a school that is right for them. They will get to see actual college students and experience the learning environment at each college. Students will be lodging at the Hampton Inn and Suites in Los Angeles, California. Educational Talent Search will cover all expenses including lodging, transportation, admission into museum and meals for the duration of the trip. We will also be inviting students from Natomas High School and Mesa Verde High School. There will be a total of 44 students and 3 ETS staff chaperones.

CONSENT AGENDA

RECOMMENDATION: Please approve the Southern California College Tours and visit to the Museum of Tolerance for current ETS students.

AMERICAN RIVER COLLEGE | TRIO EDUCATIONAL TALENT SEARCH
Southern California College Trip
June 6, 2018 to June 8, 2018

PROGRAM DESCRIPTION

Educational Talent Search participants enrolled at Center High School, Mesa Verde High School and Natomas High School will participate in a Southern California College Trip on Wednesday, June 6, 2018 to Friday, June 8, 2018. Students will tour University of California, Irvine, University of California, Los Angeles, University of Southern California and visit the Museum of Tolerance. The trip will be FREE for program participants and includes all transportation, lodging and meals during the duration of the trip.

PROGRAM AGENDA

Wednesday, June 6

6:15 am - 6:30 am	15 mins	Meet at ARC and Load Bus
6:30 am - 12:00 pm	5 hrs 30 mins	Travel towards UC Irvine
12:00 pm - 12:40 pm	40 mins	Lunch Stop Stevenson Ranch, CA Exit 167 to Pico Canyon Rd. to Chiquella Ln. (In-n-out, McDonald's, Taco Bell, Jack in the Box, Carl's Jr) <i>Includes Lunch at \$15/person</i>
12:40 pm - 2:20 pm	1 hr 40 mins	Continue Travel to UC Irvine
2:20 pm		Arrive at UC Irvine Bus Drop off by Flagpoles outside of Aldrich Hall Bus Parking: Park N Ride Lot at the corner of University Ave/73 FWY
2:20pm - 2:50pm	30 mins	Bookstore and Restroom Break
2:50 pm - 3:00 pm	10 mins	Walk to Flagpoles outside of Aldrich Hall
3:00 pm - 4:00 pm	1 hr	Tour of UC Irvine Contact: Office of Admissions and Relations (949) 824-6703
4:00 pm - 4:15 pm	15 mins	Load Bus and Depart to Universal CityWalk Bus Pick up Parking Lot 2
4:15 pm - 6:15 pm	2 hrs	Travel to Universal CityWalk
6:15 pm - 8:15 pm	2 hrs	Universal CityWalk and Dinner <i>Includes Dinner at \$25/person</i>
8:15 pm - 8:25 pm	10 mins	Load Bus and Depart to Hotel
8:25 pm - 8:45 pm	20 mins	Travel to Hotel Hampton Inn & Suites Los Angeles/Sherman Oaks 5638 Sepulveda Blvd, Sherman Oaks, CA 91411 (818) 785-2211

8:45 pm - 9:00 pm	15 mins	Hotel Check-In
10:30 pm		Lights out

Thursday, June 7

8:00 am - 8:45 am	45 mins	Continental Breakfast (<i>provided by hotel</i>)
8:45 am - 9:00 am	15 mins	Load Bus and Depart to Museum of Tolerance
9:00 am - 10:00 am	1 hrs	Travel to Museum of Tolerance <i>Bus Drop Off: Pico Blvd.</i> <i>Bus Parking: Rancho Park</i>
10:00 am – 1:00 pm	3 hrs	Museum of Tolerance
1:00 pm - 1:15 pm	15 mins	Gather Students and Load Bus <i>Bus Pick Up: Pico Blvd.</i>
1:15 pm - 1:25 pm	10 mins	Travel to Westfield Century City
1:25 pm – 2:15 pm	50 mins	Westfield Century City and Lunch <i>Includes Lunch at \$15/person</i>
2:15 pm – 3:00 pm	45 mins	Travel to USC Bus Drop off: Vivian Hall of Engineering 3651 Watt Way, Los Angeles, CA 90089 <i>\$30 Bus Parking (Cash only)</i>
3:00 pm - 3:15 pm	15 mins	Walk to Tour Meeting Point
3:15 pm - 4:45 pm	1 hr 15 mins	USC Campus Tour and Presentation Contact: Admission Center (213) 740-6605
4:45 pm - 5:00 pm	15 mins	Walk to Vivian Hall of Engineering Bus Pick Up: Vivian Hall of Engineering 3651 Watt Way, Los Angeles, CA 90089
5:00 pm - 5:10 pm	10 mins	Load Bus and Depart for Santa Monica Pier
5:10 pm - 5:40 pm	30 mins	Travel to Santa Monica Pier
5:40 pm - 8:15 pm	2 hrs 35 mins	Santa Monica Pier and Dinner <i>Includes Dinner at \$25/person</i>
8:15 pm – 8:30 pm	15 mins	Load Bus and Depart to Hotel
8:30 pm - 9:00 pm	30 mins	Travel to Hotel
10:30 pm		Lights out

Friday, June 8

8:00 am - 8:45 am	45 mins	Continental Breakfast (<i>provided by hotel</i>)
8:45 am - 9:00 am	15 mins	Hotel Check-Out
9:00 am - 9:15 am	15 mins	Load Bus and Depart to UCLA
9:15 am - 9:45 am	30 mins	Travel to UCLA
9:45 am - 10:00 am	15 mins	Unload Bus and Walk to Bookstore <i>Bus Drop Off: Pending</i> <i>Bus Parking: Pending</i>
10:00 am - 10:30 am	30 mins	UCLA Bookstore
10:45 am - 11:45 am	1 hr	UCLA Self-Guided Tour
11:45 am - 12:00 pm	15 min	Walk to Ackerman Student Union
12:00 pm - 12:40 pm	40 mins	Lunch at Ackerman Student Union <i>Includes Lunch at \$15/person</i>
12:40 pm - 12:55 pm	15 min	Walk and Load Bus
12:55 pm - 5:35 pm	4 hrs 40 mins	Travel towards ARC
5:35 pm - 6:15 pm	40 mins	Dinner Stop in Santa Nella, CA Exit 407 from I5 north. CA-33 S/Santa Nella Blvd. Drive to W. Henry Miller Ave. In-n-Out Burger Bus Parking Lot (In-n-Out, Panda Express, McDonald's, Starbucks) <i>Includes Dinner at \$15/person</i>
6:15 pm - 8:15 pm	2 hrs	Continue Travel to ARC
8:15 pm		Student Pick-up



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

Confirmation Letter

April 20, 2018

Boun Moua
American River College
4700 College Oak Dr
Sacramento, CA 95841

Dear Boun Moua:

I would like to take this opportunity to thank you for your interest in the Museum of Tolerance. This letter serves as a confirmation of your visit on June 07, 2018 at 10:00am for 47. The reservation number is 233879. Your three hour visit will include most, not all, of the museum exhibits, and there are no breaks during the tour. **The tour begins at your scheduled time, and late arrivals will not be guaranteed the full museum experience.**

We accept checks, Visa, MasterCard and American Express. One check should be made for the full amount and there are no refunds or exchanges. Please submit the enclosed Reservation Confirmation tear-off with your payment by 05/20/2018, or call the field trip department with credit card information. Please direct any questions regarding payment of admission fees to Group Reservations at (310) 772-7639.

For the protection and safety of all visitors, **please read the attached Bus and Security information.** Please share this information with the assigned teachers in order to better prepare students for your Museum visit.

For more helpful information, please visit our website, www.museumoftolerance.com and click on "Teacher's Guide," for pre and post visit lessons aligned to the State Standards.

Thank you for your cooperation. We await your prompt reply. We look forward to making your visit an exceptional Museum experience.

Sincerely,

Marc Lynn Coordinator, Field Trip Coordinator

-----Tear-off-----

Museum of Tolerance Confirmation Form

Reservation Number: **233879** TOTAL ENCLOSED \$ _____ (Do Not Send Cash)

Date of visit: **June 07, 2018**

Time of visit: **10:00am**

____ STUDENTS @ \$10.50 EACH \$ _____

____ ADULTS @ \$10.50 EACH \$ _____



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

INVOICE

Invoice Number : 233879

Invoice Date : April 20, 2018

Boun Moua
American River College
4700 College Oak Dr
Sacramento, CA 95841

Date	Description	No. of Participants	Price	Total Cost
June 07, 2018	Visit to Museum of Tolerance	47	\$10.50 per person	\$493.50
June 07, 2018	Processing Fee			0.00
Total Due:				\$493.50

Payment is requested by 05/20/2018

Please make checks payable to:

Museum of Tolerance
9786 West Pico Blvd.
Los Angeles, CA 90035
Attn: Field Trip Office

For any questions, please call (310) 772-7639.



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

April 20, 2018

Boun Moua
American River College
4700 College Oak Dr
Sacramento, CA 95841

Reservation Number : 233879

Dear Boun Moua:

As you know, the Museum of Tolerance welcomes the participation of school groups in its programs, and considers the education of young people a key element of its mission to increase awareness of diversity and cultural understanding. Classes from your District have benefited from our efforts and we hope they will continue to do so.

We must, however, remind you that the buses which deliver your students to our door are required to comply with the regulations established by the City of Los Angeles. These rules prohibit buses from parking to load or unload passengers on any residential streets adjacent to the Museum. Buses may park only on Pico Boulevard for this purpose. [Please note: There is no stopping on Pico Boulevard weekdays 7am-9am and 3pm-7pm. If your group is scheduled to arrive or depart during these times, MOT staff will give you specific directions. Please call (310) 772-2547 if you have any questions.] The Museum has issued detailed traffic routes and buses must stay on Pico Boulevard or other major arterial streets and refrain from using neighborhood streets to access the Museum as they drop off or pick up school groups. Buses are also specifically prohibited from using the residential streets by posted signs. Our on-site security guards closely monitor compliance by each bus arriving at and departing from the Museum.

It is extremely important that your bus drivers, and the companies which provide you with bus services, strictly adhere to these rules. Regulations require us to cite drivers and bus companies who do not comply and to ban bus companies that violate these rules for three years. Please help us enforce these simple regulations by explaining them to your bus service provider, and emphasizing the consequences of breaking them.

We look forward to the continued participation of your students in our programs, and we hope that you will assist us in assuring that their arrivals and departures are safe, and that they abide by the rules.

Sincerely,

Simon Wiesenthal Center
Museum of Tolerance

Susan Burden
Chief Financial Officer
Chief Administrative Officer



Dear Boun,

Your reservation for **Group Tours Summer 2018** is confirmed:
Confirmation code: MDN9YZ5L44Y

Group Name: American River College Educational Talent Search
Visit Date: Thursday, June 7, 2018 from 3:15 PM - 4:45 PM
Visit Time: 3:45 PM Group Tour: American River College Educational Talent Search
Number in party: 47
Attending Chaperone: Boun Moua
Chaperone Phone Number: 916-897-7371
Optional Presentation?: Yes
Reserved by: Boun Moua

Check-in Location:

Please call the Tour Guides at 213-740-6605 when your group arrives on campus, and they will let you know where to meet them. The typical starting location is the statue of Tommy Trojan (D-5 on campus maps).

Instructions for Visiting Groups

On behalf of the university, the Admission Center staff would like to thank you for your interest in the University of Southern California. We have included a few guidelines to help ensure a memorable visit to USC. Should you have any questions regarding this information, please do not hesitate to contact us at (213) 740-6605.

1. Groups should plan to arrive on campus 15 minutes prior to their first scheduled activity.
2. The group should send one representative to the Admission Center or call (213) 740-6605 to check in. We are located in the Tutor Campus Center (TCC 202, D-6 on the [campus map](#)). Once we hear from you, your tour guide or presenter will meet you at the statue of Tommy Trojan or a presentation room.
3. If your group is affiliated with an elementary, middle or high school, please ensure that all members have had an opportunity to eat, drink and use the facilities prior to the tour. In addition, we request that chaperones be responsible for maintaining order within the group. You should have at least one chaperone for every 10 students. *Be advised that we can accommodate only the number of students noted in your reservation. Additional students will not be allowed on the tour and will be given self-guided tours as an alternative.*
4. If any group members have any serious medical problems, special needs or special requests, please contact our office prior to your arrival. We will make every effort to accommodate you. If your needs cannot be met, we will notify you immediately.
5. Please note: We cannot guarantee a tour if your group is more than 15 minutes late. All tours begin on time, as many of our Tour Guides have educational obligations outside scheduled tours. Because of these time constraints, we may offer your group a [self-guided tour brochure](#).

Thank you for your cooperation!

Standard of Conduct

USC nurtures an environment of mutual respect and tolerance. As members of the USC community, we treat everyone with respect and dignity. While students are guests on our campus, we expect them to behave as members of our community. If guests do not treat their tour guide and other members of our campus community with respect and dignity, the USC Admission Center reserves the right to end the tour at any time. Please refer to the [USC Code of Ethics](#) for more information.

Driving Directions and Parking Information

[CLICK HERE](#) for driving directions and vehicle parking information.

For passenger unloading and bus parking information, please [click here](#).*

* There are is no bus parking available on USC's campus, so large groups must utilize the parking options at the California Science Center in Exposition Park (across the street). Parking cost is \$30 for charter buses and \$12 for yellow school buses (cash only). Parking information at Exposition Park can be reached at (213) 744-7458.

General information can be found by visiting our [website](#) and referring to the "School Group Tours" section.

We are delighted to have you visit our campus, and we look forward to introducing you to USC!

Admission Center
Steven & Kathryn Sample Hall (SKS) at the
Ronald Tutor Campus Center (TCC)
(D-6 on campus map)

University of Southern California
3607 Trousdale Parkway
Los Angeles, California 90089

Tour Guide Phone Number: (213) 740-6605
tours@usc.edu

Connect With Us:



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UCI Group Tour - Registration Confirmation

Thank you for registering for Group Campus Tour on Wednesday, June 6, 2018 at 3:00 PM.

Campus tours are led by Campus Representatives, UCI's official tour guides. These highly trained students give a one-hour walking tour of the campus, highlighting academic programs and student life. Please remember that our tour guides are not able to accommodate for late arrivals due to their class schedules.

Group tours are approximately 1 hour long and leave from the flagpoles outside of Aldrich Hall. Please prepare appropriately for weather conditions and wear comfortable walking shoes. Tours are given rain or shine.

If your plans change UCI requires cancellations to be made *at least 48 hours in advance*.

[Click here](#) to update or cancel your registration.

Directions

Your campus tours will begin **PROMPTLY** at Wednesday, June 6, 2018 at 3:00 PM and leave from the **flagpoles** located directly outside of **Aldrich Hall**.

University of California, Irvine
4113 Pereira Drive
Irvine, CA 92697

For directions to the campus, please visit www.uci.edu/campusmap

Parking Permits

Parking permits are required on campus Monday-Sunday

Regular-sized vehicles: The Student Center Parking Structure is directly across from the Student Center and will be the closest parking location for visitors with regular-sized vehicles. An All-Day General Permit can be purchased for \$10 or an hourly parking permit can be purchased from the

dispenser or Kiosk for \$2/hr.

Bus parking: Please drop off students at flagpoles and proceed to the Health Sciences Service Road, where you can park along the side of the street (closest to buildings 40 and 41 on the campus map). If you are planning to park your vehicle on campus, you must purchase a Bus Permit from the parking office. Please email eventprk@uci.edu to purchase a permit ahead of time for \$20.00. (If you do not wish to pay for parking on campus, there is a Park N Ride Lot at the corner of University Ave and the 73 Freeway entrance. Buses can park there at no charge).

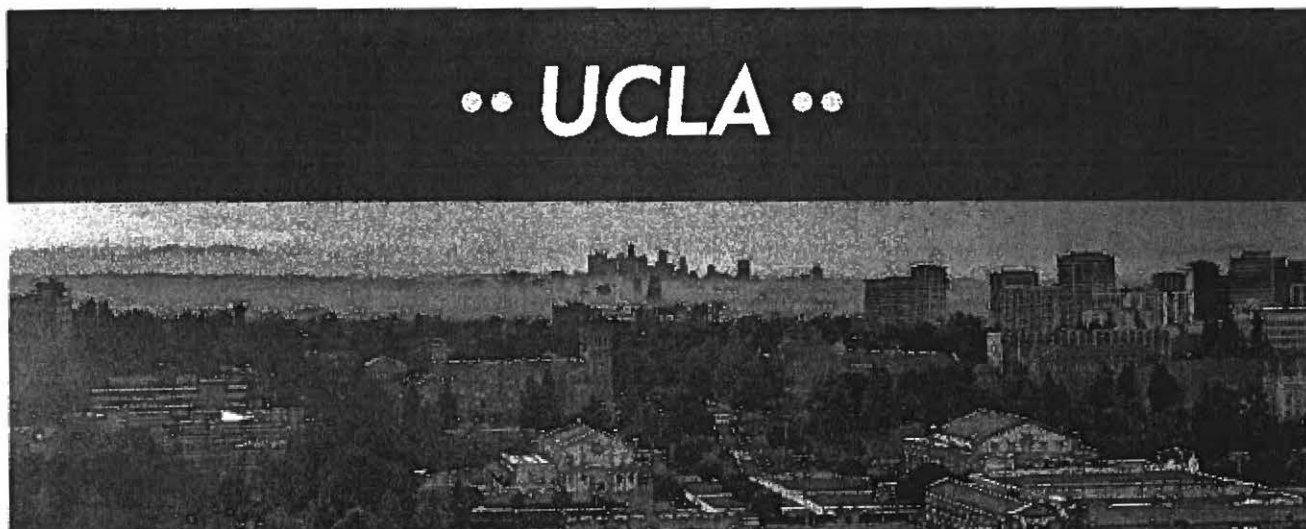
Please do not hesitate to contact our Parking Office at 949-824-2691 if you have any questions.



Office of Admissions and Relations with Schools

University of California, Irvine
260 Aldrich Hall
Irvine, CA 92697-1075

Phone: 949-824-6703
Email: admissions@uci.edu



Hello Boun,

Thank you for your interest in a UCLA group tour. We have confirmed American River College group reservation for 26 - 50 guests on Friday, June 8, 2018 at 10:45 AM. Prior to your visit, please review the following information:

Getting to campus:

Click [here](#) for detailed directions to campus. If you are coming to campus by car or van, proceed to the Westwood Information & Parking Booth, as detailed in the previous link. If you are coming to campus by bus, see attached map for bus drop-off and parking information. Please allow ample time for Los Angeles traffic, parking, and check-in. The tour will last approximately one hour.

Starting location:

- Your tour will begin at the Bruin Bear statue in Bruin Plaza. Click [here](#) for a campus map.
- Your tour guide will meet you 5 minutes prior to the start of the tour.

Reminders:

- Your group is expected to be ready and prepared to depart promptly at the designated tour time. We encourage your group arrive 10-15 minutes prior to the start of your tour time and use restroom facilities.
- The tour includes hills and stairs so please be sure to wear comfortable shoes.
- Late arrivals will not be accommodated.
- Please reach out to us in advance if you need to cancel your tour. We receive a very high volume of group tour requests and would like to accommodate as many groups as possible.

PLEASE NOTE: This confirmation serves to affirm that you will provide one adult chaperone for every 25 students. You agree that the chaperones are responsible for supervising the students in the group, and that the chaperones will remain with the group at all times. Additionally, please take a few minutes to talk with your students about their visit. The purpose of the tour is to inform students of the benefits of pursuing higher education in general, and specifically the advantages of attending UCLA. We appreciate your help in ensuring that your students have a rewarding experience at UCLA.

If you have any questions or would like to cancel your reservation, please contact us at (310) 206-3719 or tourcoordinators@admission.ucla.edu.

We look forward to meeting you!

Campus Tour Program
UCLA Undergraduate Admission
www.admission.ucla.edu

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Educational Talent Search

Date: 6/20/2018 – 6/22/2018

Action Item XX

To: CUSD Board of Trustees

Information Item

From: Boun Moua, Program Advisor

Attached Pages (5)

Director of Curriculum's Initials MOJ

SUBJECT: Educational Talent Search (ETS) Southern California College Tours and Museum of Tolerance from June 20th to June 22nd, 2018

Educational Talent Search would like to invite the Summer Writing Academy participants of Center High School to join us in touring colleges in southern California. This trip will take place from June 20th to June 22nd, 2018 and we will be traveling by charter bus. Students will be touring California State University Northridge, University of California, Los Angeles and University of Southern California to be exposed to the three colleges. Touring colleges is especially important for our students to best encourage them to make college a goal of theirs and to help our students choose a school that is right for them. They will get to see actual college students and experience the learning environment at each college. Furthermore, as a cultural enrichment experience our students will be able to visit the Griffith Museum and the Museum of Tolerance in Los Angeles, California. Students will be lodging at a local hotel in Los Angeles, California. Educational Talent Search will cover all expenses including lodging, transportation, admissions into museums and food for the duration of the trip. We will also be inviting students from Natomas High School and Mesa Verde High School. There will be a total of 40 students and 6 ETS staff chaperones.

CONSENT AGENDA

RECOMMENDATION: Please approve the Southern California College Tours and visit to the Griffith Museum and Museum of Tolerance for current ETS students.

AMERICAN RIVER COLLEGE | TRIO EDUCATIONAL TALENT SEARCH
Summer Writing Academy Southern California College Trip
June 20, 2018 to June 22, 2018

PROGRAM DESCRIPTION

Educational Talent Search participants enrolled in the Summer Writing Academy will participate in a Southern California College Trip from **Wednesday, June 20, 2018 to Friday, June 22, 2018**. Students will tour ***University of California, Los Angeles, University of Southern California, and California State University Northridge*** in addition to visiting the ***Museum of Tolerance***. The trip will be FREE for program participants and includes all transportation, lodging and meals during the duration of the trip. A total of **40** students will be invited, chaperoned by **6** ETS Staff chaperones.

PROGRAM AGENDA

Wednesday, June 20, 2018

1:15pm		Depart American River College (ARC)
1:15pm – 5:45pm	4hrs 30 min	Travel towards Los Angeles, CA
5:45pm – 7:00pm	1hr 15min	Dinner & Restroom Break <i>Petro Stopping Center</i> 5821 Dennis McCarthy Dr, Lebec, CA 93243
7:10pm		Depart Petro Stopping Center
7:10pm - 8:40pm	1hr 30 min	Travel to Griffith Observatory
9:00pm - 10:00pm	1hr	Griffith Observatory
10:10pm		Depart Griffith Observatory
10:10pm – 10:30pm	20 min	Travel to Hotel <i>Hampton Inn & Suites, Los Angeles/Burbank - PENDING</i>
10:45pm – 11:00pm	15min	Hotel Check-In
11:30pm		Lights Out

Thursday, June 21, 2018

6:45am – 7:45am	1hr	Breakfast at Hotel
8:00am		Depart Hotel
8:00am – 8:45am	45min	Travel to University of Southern California (USC)
9:00am – 10:30am	1hr, 30min	USC Campus Tour & Presentation
10:30am – 11:00am	30min	USC Bookstore & Restroom Break
11:15am		Depart to University of California, Los Angeles (UCLA)

11:15am – 11:45pm	30min	Travel to UCLA
12:00pm – 12:30pm	30min	Lunch at UCLA (Student Panel)
12:30pm – 1:30pm	1hr	UCLA Campus Tour
1:30pm – 2:00pm	30min	UCLA Bookstore & Restroom Break
2:15pm		Depart UCLA
2:15pm – 2:35pm	20min	Travel to Museum of Tolerance
2:45pm – 5:00pm	2hrs, 15min	Museum of Tolerance Self-Guided Tour
5:15pm		Depart Museum of Tolerance
5:15pm – 6:15pm	1hr	Travel to Universal City Walk
6:30pm – 8:30pm	2hr	Dinner at Universal City Walk
8:45pm – 9:00pm	15min	Travel to Hotel
10:30pm		Lights Out

Friday, June 22, 2018

8:00am – 9:00am	1hr	Breakfast at Hotel
9:15am – 9:30am	15min	Hotel Check-Out
9:45am – 10:15am	30min	Travel to California State University, Northridge (CSUN)
10:30am – 12:00pm	1.5hrs	CSUN Campus Tour & Bookstore
12:15am – 1:00pm	45min	Lunch at CSUN
1:15pm		Depart CSUN
1:15pm – 5:15pm	4hrs	Travel towards American River College
5:25pm – 6:10pm	45min	Dinner Stop <i>Fig Garden Village Shopping Center</i> <i>790 W Shaw Ave, Fresno, CA 93704</i>
6:20pm		Depart Fresno
6:20pm – 9:20pm	3hrs	Travel to ARC
9:20pm		Arrive at ARC for Student Pick-Up



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

Confirmation Letter

April 30, 2018

Jackie Acevedo
A.R.C.E.P.S. American River College
4700 College Oak Dr
Sacramento, CA 95841

Dear Jackie Acevedo:

I would like to take this opportunity to thank you for your interest in the Museum of Tolerance. This letter serves as a confirmation of your visit on June 21, 2018 at 2:42pm for 46. The reservation number is 233498. Your three hour visit will include most, not all, of the museum exhibits, and there are no breaks during the tour. **The tour begins at your scheduled time, and late arrivals will not be guaranteed the full museum experience.**

We accept checks, Visa, MasterCard and American Express. One check should be made for the full amount and there are no refunds or exchanges. Please submit the enclosed Reservation Confirmation tear-off with your payment by 05/18/2018, or call the field trip department with credit card information. Please direct any questions regarding payment of admission fees to Group Reservations at (310) 772-7639.

For the protection and safety of all visitors, **please read the attached Bus and Security information.** Please share this information with the assigned teachers in order to better prepare students for your Museum visit.

For more helpful information, please visit our website, www.museumoftolerance.com and click on "Teacher's Guide," for pre and post visit lessons aligned to the State Standards.

Thank you for your cooperation. We await your prompt reply. We look forward to making your visit an exceptional Museum experience.

Sincerely,

Marc Lynn Coordinator, Field Trip Coordinator

-----Tear-off-----

Museum of Tolerance Confirmation Form

Reservation Number: **233498**

TOTAL ENCLOSED \$ _____ (Do Not Send Cash)

Date of visit: **June 21, 2018**

Time of visit: **2:42pm**

____ STUDENTS @ \$10.50 EACH \$ _____

____ ADULTS @ \$10.50 EACH \$ _____



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

INVOICE

Invoice Number : 233498

Invoice Date : April 30, 2018

Jackie Acevedo
A.R.C.E.P.S. American River College
4700 College Oak Dr
Sacramento, CA 95841

Date	Description	No. of Participants	Price	Total Cost
June 21, 2018	Visit to Museum of Tolerance	46	\$10.50 per person	\$483.00
June 21, 2018	Processing Fee			0.00
Total Due:				\$483.00

Payment is requested by 05/18/2018

Please make checks payable to:

Museum of Tolerance
9786 West Pico Blvd.
Los Angeles, CA 90035
Attn: Field Trip Office

For any questions, please call (310) 772-7639.



THE MUSEUM OF TOLERANCE

9786 W. Pico Blvd
Los Angeles, CA 90035
(310) 772-7639
(310) 772-7627 fax

April 30, 2018

Jackie Acevedo
A.R.C.E.P.S. American River College
4700 College Oak Dr
Sacramento, CA 95841

Reservation Number : 233498

Dear Jackie Acevedo:

As you know, the Museum of Tolerance welcomes the participation of school groups in its programs, and considers the education of young people a key element of its mission to increase awareness of diversity and cultural understanding. Classes from your District have benefited from our efforts and we hope they will continue to do so.

We must, however, remind you that the buses which deliver your students to our door are required to comply with the regulations established by the City of Los Angeles. These rules prohibit buses from parking to load or unload passengers on any residential streets adjacent to the Museum. Buses may park only on Pico Boulevard for this purpose. [Please note: There is no stopping on Pico Boulevard weekdays 7am-9am and 3pm-7pm. If your group is scheduled to arrive or depart during these times, MOT staff will give you specific directions. Please call (310) 772-2547 if you have any questions.] The Museum has issued detailed traffic routes and buses must stay on Pico Boulevard or other major arterial streets and refrain from using neighborhood streets to access the Museum as they drop off or pick up school groups. Buses are also specifically prohibited from using the residential streets by posted signs. Our on-site security guards closely monitor compliance by each bus arriving at and departing from the Museum.

It is extremely important that your bus drivers, and the companies which provide you with bus services, strictly adhere to these rules. Regulations require us to cite drivers and bus companies who do not comply and to ban bus companies that violate these rules for three years. Please help us enforce these simple regulations by explaining them to your bus service provider, and emphasizing the consequences of breaking them.

We look forward to the continued participation of your students in our programs, and we hope that you will assist us in assuring that their arrivals and departures are safe, and that they abide by the rules.

Sincerely,

Simon Wiesenthal Center
Museum of Tolerance

Susan Burden
Chief Financial Officer
Chief Administrative Officer

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Educational Talent Search

Date: 6/11/18 to 6/15/18

Action Item XX

To: CUSD Board of Trustees

Information Item

From: Boun Moua, Program Advisor

Attached Pages (2)

Director of Curriculum's Initial's MDV

SUBJECT: Educational Talent Search (ETS) Historical Black Colleges and Universities (HBCU) Tour from June 11th to June 15th, 2018

Educational Talent Search will invite 6 students to travel to the east coast to tour historically black colleges and universities from June 11th to June 15th. Students will tour Morehouse, Spelman, Clark Atlanta University, North Carolina AT&T University, John C. Smith University, Bennett College and Howard University. Students will also visit museums and historical sites in Washington DC. This HBCU Tour will encourage our students to go to a university and also help them in choosing a college that is right for them. Students will be able to experience cultural insight, diversity in education and also be exposed to the nation's most historical landmarks. Students will be traveling by air from the Sacramento Airport to the east coast and back. While touring the colleges and historical sights students will be traveling by charter bus. Students will also be lodging in various Springhill Suites between each college tour. Educational Talent Search will cover all expenses including airfare and bus transportation, lodging, daily meals and admissions into museums.

CONSENT AGENDA

RECOMMENDATION: Please approve the Historical Black Colleges and Universities Tour for current ETS students.

XV-10



Educational Student Tours Black College Tour Itinerary

Monday, June 11

- 4:30 a.m. All tour participants arrive at Sacramento International airport (Boarding passes will be handed out by the chaperones)
- 5:50 a.m. Southwest Airlines flight 2362 departs for San Diego at 5:50 a.m. and arrives at 7:15 a.m.
- 9:05 a.m. Southwest Airlines flight 2421 departs San Diego and arrives in Atlanta at 4:25 p.m. (connect with Los Angeles group at baggage claims)
- 6:30 p.m. Visit MLK, Jr. Center
- 7:30 p.m. Dinner
- 9:30 p.m. Hotel check-in: *Springhill Suites, Buckhead 3459 Buckhead Loop NE Atlanta (404) 844-4800*

Tuesday, June 12

- 7:00 a.m. Breakfast at the hotel
- 8:30 a.m. Depart to Morehouse and Spelman
- 9:00 a.m. Visit Morehouse or Spelman bookstore
- 10:00 a.m. Campus tour and orientation of Morehouse or Spelman
- 12:00 p.m. Lunch at Clark
- 1:30 p.m. Campus tour and orientation of Clark Atlanta University
- 3:30 p.m. Depart to Springhill Suites Charlotte, NC
- 7:30 p.m. Dinner in Charlotte, NC
- 9:30 p.m. Hotel check-in: *Springhill Suites Charlotte NC 8700 Research Drive (704) 503-4800*

Wednesday, June 13

- 7:00 a.m. Breakfast at hotel
- 8:15 a.m. Depart to Johnson C. Smith University
- 9:00 a.m. Campus tour and orientation of Johnson C. Smith University
- 11:00 a.m. Lunch at Jonson C Smith University
- 12:00 p.m. Depart to North Carolina A&T and Bennett
- 2:00 p.m. Campus Tour and orientation of Bennett College
- 3:00 p.m. Campus tour and orientation of North Carolina A&T University
- 5:00 p.m. Depart to Hampton, VA (Dinner en route in Henderson NC)
- 6:00 p.m. Dinner in Durham, NC
- 10:30 p.m. Hotel check-in: *Springhill Suites, Hampton, VA 1997 Power Plant Parkway (757) 310-6334*

Thursday, June 14

- 7:00 a.m. Breakfast at hotel
- 8:45 a.m. Depart to Hampton University
- 9:30 a.m. Campus tour and orientation of Hampton University
- 12:00 p.m. Lunch
- 1:30 p.m. Depart to Washington, DC
- 6:00 p.m. Dinner in Washington DC
- 8:30 p.m. Night tour of Washington DC
- 10:30 p.m. Hotel check-in: *Springhill Suites Centerville 5920 Trinity Pkwy (703) 815-7800*

Friday, June 15

- 7:00 a.m. Breakfast at hotel
- 8:00 a.m. Depart to Howard University
- 9:00 a.m. Visit Howard University bookstore
- 10:00 a.m. Campus tour and orientation at Howard
- 12:00 p.m. Lunch
- 1:00 p.m. Tour DC sites
- 3:00 p.m. Depart to Dulles airport
- 7:45 p.m. Southwest Airlines flight 164 departs to Denver and arrives at 9:35 p.m.
- 10:25 p.m. Southwest Airlines flight 2523 departs Denver and arrives at Sacramento International Airport
- 11:55 p.m. **Parents and students will meet in baggage claim for Southwest Airlines**

Educational Student Tours
 5014 Shenandoah Avenue
 Los Angeles, CA 90056
 (310) 215-9522

Invoice

Bill To

Mallory Buckner
 c/o TRIO ETS Program
 American River College
 4700 College Oak Drive
 Sacramento, CA 95841

Date	Invoice No.	P.O. Number	Terms	Project
04/13/18	1015			

Item	Description	Quantity	Rate	Amount
Summer HBCU Tour	Summer HBCU Tour for 18 students and 2 chaperones	20	1,782.00	35,640.00
Increase	Additional hotel costs for two chaperones to be in single occupancy rooms		1,076.62	1,076.62
			Subtotal	\$36,716.62
			Sales Tax (0.0%)	\$0.00
			Total	\$36,716.62

Center Joint Unified School District

Dept./Site: Curriculum and Instruction
To: Board of Trustees
Date: 5/1/18
From: Jennifer Slay, AVID DD
Principal/Administrator Initials: MSJ

Action Item X

Information Item _____

Attached Pages 5

From: Jennifer Slay, AVID DD

Principal/Administrator Initials: MOY

SUBJECT: AVID District Leadership Training

Request approval for Jennifer Slay to travel to Orlando, FL to attend the 4th part of the AVID District Leadership training series as required by the contract with AVID center and CJUSD. The training takes place July 9 -July 11, 2018.

RECOMMENDATION: The CJUSD Board of Trustees approve the request to attend ADL 4 training.

CONSENT AGENDA



Welcome, **Jennifer Slay**



search

[my_profile](#) | [eStore](#) | [contact us](#) | [help](#) | [forums](#)

[Home](#) [Certification](#) [Community](#) [Curriculum](#) [Data Collection](#) [eLearning](#) [Event Registration](#)

***NOTICE:**

AVID eLearning Platform Maintenance

Due to scheduled maintenance, AVID's eLearning platform will be unavailable Thursday, May 3rd from 12:00 through 1:00 a.m. Pacific. If you have any questions, please contact AVID Care at AVIDCare@avid.org.

Event Registration :: My Registration List

What would you like to do?

[Search Registrations](#)

[Register myself for an event](#)

[Register someone else for event](#)

[Register a TBA](#)

[Site Team Registration](#)

[View/Complete my registration\(s\)](#)

[View my registration history](#)

Registration information for **Jennifer Slay**

[« Back to List](#) [Print Page for your records](#) [Generate PDF](#)

Registration ID: 578450
Event: 2018-Orlando Summer Institute
Event Dates: 7/9/2018 to 7/11/2018
Strand: AVID District Leadership (ADL) 4
Fee: \$0.00
Payment Status: N/A
Payment Method: Fee Waived
Strand Location: Ritz Carlton Orlando
Check In Location: Palazzo Ballroom Foyer
Room: Genoa III
Created By: Jennifer Slay
Creation Date: 4/9/2018 5:28:26 PM

AVID District Leadership K-12



Session 4 Agenda

Day 1, 10:00 am – 5:00 pm

- Welcome, Norms, and Introductions
- Focused Note-Taking
- Lunch (12:00 – 1:15 pm)
- Growth Mindset
- Successful ACRS & Career Readiness Site
- Explore AVID Curriculum and Resources
- Senior Tutorials & CSGs
- Senior Data
- WICOR Tracking/Reflect & Connect
- Processing Notes/Connecting Thinking

Day 2, 8:00 am – 12:00 pm

- Relational Capacity Building & Focused Note-Taking
- Portfolio Sharing
- CCI/ECSS Application & Calibration
- Panel Preparation
- Six Word Memoir Introduction
- WICOR Tracking/Reflect & Connect
- Processing Notes/Connecting Thinking

Day 3, 8:00 am – 12:00 pm

- Welcome, Norms, & Focused Notes
- Six Word Memoir Prewrite
- Guest Panel
- Schoolwide Case Study Analysis
- ADL 5 and District Leadership
- Six Word Memoirs
- Processing Notes/Connecting Thinking
- WICOR Tracking/Reflect & Connect
- Reflection and Feedback

AVID District Leadership (ADL) K–12



Welcome to the AVID family of educators! We are delighted to have you as a key leader in our educational team. Our goal is to establish a cohort of colleagues who become the support group for each other.

Role of the AVID District Director

To implement and sustain AVID effectively and with fidelity, AVID Center coordinates training and networking for district leaders known as AVID District Directors (DD). The primary role of the DD is to support AVID implementation and retention. These individuals accept responsibility for ensuring the implementation of AVID components according to the AVID methodologies and for facilitating the development of site conditions that ensure effective AVID implementation and retention.

AVID District Leadership (ADL)

AVID District Directors attend five sequential ADL sessions over a two-year period.

Session 1 – Understanding AVID/ACRS

Session 2 – Implementation of AVID/ACRS

Session 3 – Certification of AVID/ACRS

Session 4 – Expansion of AVID/ACRS

Session 5 – Leadership for College Readiness

Each session is designed to support the DD as the AVID College Readiness System (ACRS) matures from the early stages of classroom implementation, schoolwide implementation, and districtwide sustainability of AVID.

ADL DD Plan and Portfolio Contents

In each session, the DD will set goals that address key objectives for effective AVID implementation and sustainability. In addition, a portfolio will be developed and shared with ADL participants at each session to support networking and collaboration. The portfolio is also a key element during AVID staff district support visits. Portfolios inform AVID implementation, the work of other DDs, and AVID Center's curriculum and professional development projects.

We look forward to working with you!

AVID Center's ADL Team

AVID District Leadership Training K–12

Performance Objectives

1. Execute a plan to support sites as they implement and assess the AVID Elective and AVID Schoolwide to ensure fidelity to the AVID College Readiness System K–12.
2. Create and monitor effective systems to foster the growth and sustainability of all components of AVID K–12.

	ADL Session 1 Understanding AVID/ACRS	ADL Session 2 Implementation of AVID/ACRS	ADL Session 3 Certification of AVID/ACRS	ADL Session 4 Expansion of AVID/ACRS	ADL Session 5 Leadership for College Readiness
Learning Objectives	<ol style="list-style-type: none"> 1. Understand the AVID history, Essentials/Domains, certification instruments, data forms, processes and protocols, and how they are connected to implementation and sustainability. (Systems) 2. Make initial connections between AVID and current national research. (Systems) 3. Articulate your "Why" and make connections to the role and responsibilities of an AVID District Director as a coach and the role coaching plays in implementation. (Leadership, Culture) 4. Explore relevant curriculum and resources to support first steps/weeks and K–12 schoolwide implementation. (Instruction) 5. Understand district initiatives and goals and how the AVID College Readiness System can support both. (Systems) 	<ol style="list-style-type: none"> 1. Explore connections between AVID and current national research in more depth. (Systems) 2. Participate in a mock simulation of a pre-certification meeting and provide coaching strategies to site. (Systems) 3. Calibrate Indicators and evidence collection and analyze a school's implementation of the AVID Elective based on CCI or AE CSS and classroom observations. (Systems) 4. Understand the model of coaching components as methods to deepen implementation. (Systems, Instruction) 5. Explore core content curriculum to connect to the AVID Elective class instruction and to further integrate use in schoolwide instruction. (Instruction) 6. Support continuing use of AVID curriculum and resources in AVID Elective and K–12 schoolwide. (Instruction) 	<ol style="list-style-type: none"> 1. Analyze connections between AVID and current national research in more depth. (Systems) 2. Analyze a school's implementation of AVID based on the CCI or AE CSS, evidence, and classroom observations. (Systems) 3. Utilize data (CCI or AE ISS) to inform coaching in preparation for the certification process and completion of the CCI or AE CSS. (Systems) 4. Make connections between the Site Plan, classroom observations, and the coaching plan. (Systems, Culture, Leadership) 5. Explore the <i>AVID Tutorial Guide</i> to support the implementation of tutorials in the AVID Elective class and inquiry in K–12 schoolwide. (Instruction) 6. Create a Leadership Action Plan to establish a "system" needed to support college readiness and student 	<ol style="list-style-type: none"> 1. Apply connections between AVID and current national research in more depth. (Systems) 2. Apply knowledge and engage in strategic planning to refine district implementation to build and sustain mature AVID sites. (Systems, Leadership, Culture) 3. Focus on how the AVID Elective class and the Essentials for Schoolwide model college readiness. (Instruction, Systems) 4. Refine coaching practices. (Systems) 5. Integrate AVID curriculum with other district initiatives. (Systems) 6. Reflect on different tools/resources DDs can use to leverage change to reduce variability in student outcomes. (Systems, Culture) 	<ol style="list-style-type: none"> 1. Develop processes to support building a culture; provide leadership, guide instruction and develop/align/integrate systems that ensure college readiness for all students. 2. Provide leadership training to engage site/district leaders in creating strong infrastructure to support AVID Schoolwide implementation and sustainability.

	ADL Session 1 Understanding AVID/ACRS	ADL Session 2 Implementation of AVID/ACRS	ADL Session 3 Certification of AVID/ACRS	ADL Session 4 Expansion of AVID/ACRS	ADL Session 5 Leadership for College Readiness
	<p>6. Explore the AVID Professional Learning Workshops (APLWs), On Demand Modules (ODMs), AVID curriculum, and AVID Professional Learning Practices (APLPs) to become aware of available resources for professional learning in the district. (Instruction, Systems)</p> <p>7. Understand the four AVID Schoolwide Domains and the AVID Elementary 4 Essentials. (Systems)</p> <p>8. Develop AVID skills for inquiry and differentiate between Costa's Levels of Thinking and Questioning to understand their use in the classroom. (Instruction)</p> <p>9. Learn the steps of the tutorial process (TRF)/collaborative study process from <i>Foundations</i> and explore ideas for tutor recruitment and training. (Instruction)</p>	<p>7. Examine the continuous cycle of improvement, utilizing the cycle to support AVID implementation, growth, and sustainability. (Leadership, Systems, Culture)</p> <p>8. Complete the Professional Learning Plan template using a professional learning workshop. (Leadership, Instruction)</p> <p>9. Analyze the levels of schoolwide implementation through the use of data and/or case studies. (Culture)</p> <p>10. Understand each step of the ten steps in the tutorial process and each stage of Collaborative Study Groups. (Instruction)</p>	<p>achievement through the ACRS. (Leadership, Systems)</p> <p>7. Read and reflect on increasing rigor. (Instruction)</p> <p>8. Based on an identified district need, create a Professional Learning Plan, using appropriate AVID resources. (Leadership, Instruction)</p> <p>9. Examine the process of "AVIDizing" a school by making connections between Site Plans, CCI or AE ISS/CSS, site/general data and professional learning. (Systems, Leadership, Instruction)</p> <p>10. Enhance knowledge and explore strategies for increasing rigor and refinement of the tutorial process, including use of Tutorial Analysis Grade Reflections to help students identify academic needs. (Instruction)</p>	<p>7. Complete a professional learning timeline for the upcoming academic year based on district needs. (Instruction, Leadership)</p> <p>8. Apply the continuous cycle of improvement to an issue related to supporting AVID implementation, growth, and sustainability. (Systems, Leadership, Culture)</p> <p>9. Create a culture of schoolwide college readiness. (Culture)</p> <p>10. Understand the format and process of Senior Tutorials/Collaborative Study Groups. (Instruction)</p> <p>11. Develop independence and readiness for college Collaborative Study Groups and Senior Tutorials. (Instruction)</p>	See previous page.

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Family Resource Center	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: April 20, 2018	# Attached Pages <u> </u>
From: Ryan Miranda, Program Coordinator	
Principal/Administrator Initials: <u> </u>	

SUBJECT: MOU with Sacramento Children's Home (SCH) to continue to deliver evidenced-based curricula focused on emotional awareness, social skills, violence prevention, and conflict resolution in Center JUSD schools.

Sacramento Children's Home has, for several years now, implemented curricula at all four elementary schools. SCH delivers the Stop and Think curriculum (3rd and 4th grades) and deliver the Too Good for Violence curriculum (6th grade). We have received a positive response from school staff, students and parents.

RECOMMENDATION: Approve

CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING

Between

Sacramento Children's Home

AND

Center Joint Unified School District

I. PURPOSE:

The purpose of this agreement is to clarify roles, responsibilities and services provided by Sacramento Children's Home (SCH) and Center Joint Unified School District while conducting business at school district sites.

II. PROGRAM DESIGN: The Sacramento Children's Home eVIBE

(Early Intervention in Violence Begins with Education) Program is an evidenced based model using the following three curriculums: *Nurturing Parenting Program* (NPP), designed to decrease abuse and neglect, *Stop and Think* Social Skills Program, to teach children interpersonal problem solving and conflict resolution skills necessary to interact positively and safely, and *Too Good For Violence* (TGFV) focusing on the development of positive peer relationships and the skills necessary to prevent youth violence. These voluntary programs serve students in 3rd through 12th grades. NPP serves parents or family caregivers. eVIBE 3 curricula teach emotional awareness, social skills, violence prevention and conflict resolution strategies to empower children and families to avoid mental health challenges that otherwise could arise subsequent to bullying or other unhealthy relationships in home, school, and our community.

III. RESPONSIBILITIES:

A. Sacramento Children's Home agrees to commit the following staff, resources, and services to support the goals and objectives of the eVIBE program:

1. Sacramento Children's Home (SCH) will be responsible to Center Joint Unified School District for the contractual, administrative, and fiscal responsibilities of the eVIBE program.
2. Sacramento Children's Home will be responsible for implementing the Stop and Think, Too Good for Violence and Nurturing Parenting Program curriculums at selected school sites.
3. The District has determined that services performed under this Agreement will result in contact with students. Sacramento Children's Home shall obtain fingerprinting clearance for all employees before services can begin. Sacramento Children's Home will provide a complete list to the school site/District employees cleared by the DOJ who will provide services under this Agreement. Failure to provide such a written certification before services begin, or within thirty days after execution of this Agreement, whichever comes first, will result in immediate termination.

4. Sacramento Children's Home will share all eVIBE program curriculum, program events and literature with Center Joint Unified School District.
5. Sacramento Children's Home will present an eVIBE program brochure and flyer that outlines all program services and program contacts.
6. Sacramento Children's Home will provide a completion of eVIBE program certificate to students who complete required number of classes.
7. Sacramento Children's Home will host parent engagement activities for parents/caregivers of students enrolled in the eVIBE program. Site locations for these events will be determined and approved by school site administrators.
8. Sacramento Children's Home will work with school administrators for eVIBE program referrals.
9. Sacramento Children's Home will follow all policies and procedures of the Center Joint Unified School District. This will include maintaining the care and cleanliness of all designated classrooms or facilities used by the eVIBE program staff.
10. Sacramento Children's Home will collect outcome data for the purposes of compliance with outcome measures.

B. Center Joint Unified School District agrees to collaborate and partner with the Sacramento Children's Home to support the goals and objectives of the eVIBE program:

1. Center Joint Unified School District will provide the facility/classroom space to conduct concurrent groups of up to 30 students for the Stop and Think and 20 students for the Too Good For Violence program.
2. Center Joint Unified School District will provide facility space to conduct parent /family activity meetings.
3. Center Joint Unified School District will refer students/families to the Stop and Think, Too Good for Violence and Nurturing Parenting programs.
4. Center Joint Unified School District will work with Sacramento Children's' Home to coordinate the program implementation schedule during the school day.

IV. TERMS AND CONDITIONS:

The terms of this MOU shall commence on July 1st, 2018 - June 30th, 2019 are renewable thereafter from year to year unless either participating party gives written notice of termination. Either party may terminate this MOU in thirty (30) days upon written notification on intention to terminate the agreement with or without cause. The MOU is predicated on obtaining funding from the County of Sacramento.

V. INSURANCE:

Without limiting indemnification, SCH shall maintain in force at all times during the term of this MOU and any extensions or modifications thereto, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the MOU by SCH, its agents, representatives or employees. Center Joint Unified School District reserves the right at any time to review the coverage, form, and amount of the insurance and may require SCH to obtain sufficient coverage, form and amount to provide adequate protection.

VI. INDEMNIFICATION:

Center Joint Unified School District shall indemnify, defend, and hold harmless SCH, its officers, agents, and employees, from and against any and all claims, losses, liabilities or damages, including payment of attorney's fees, arising out of or resulting from the failure of Center Joint Unified School District to perform the terms of this MOU or performance of this MOU, caused in whole or in part by any act or omission of Center Joint Unified School District, its officers, agents, employees, subcontractors, or anyone directly or indirectly employed by any of them regardless of whether caused in part by a party indemnified hereunder. SCH shall indemnify, defend, and hold harmless Center Joint Unified School District, its officers, agents, and employees, from and against any and all claims, losses, liabilities or damages, including payment of attorney's fees, arising out of or resulting from the failure of SCH to perform the terms of this MOU or performance of this MOU, caused in whole or in part by any act or omission of SCH, its officers, agents, employees, subcontractors, or anyone directly or indirectly employed by any of them regardless of whether caused in part by a party indemnified hereunder.

VII. AMENDMENTS:

Amendments to this MOU may be made with mutual written agreement from the participating parties.

This operational agreement shall be effective upon signature. We, the undersigned, as authorized representatives of the Sacramento Children's Home and the Center Joint Unified School District, do hereby approve this document.

Dr. David Baker, Chief Executive Officer
Sacramento Children's Home

Date

Center Joint Unified School District Superintendent

Date

Date

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: April 25th 2018

Action Item **XX**

To: CUSD Board of Trustees

Information Item **___**

From: Jerald Ferguson

Attached Pages **9**

Principal's Initials JF

SUBJECT: Consultants for Academy of scholastic broadcasting teacher workshop.

CONSULTANT'S NAME: Brandon Goodwin and David W. Davis

SERVICES TO BE RENDERED: Speakers for the academy of scholastic broadcasting teacher workshop on July 22-26, 2018 at Center High School. Put together by Vern Bisho. Teacher will be training in the craft of video production and visual storytelling. Training includes presentation and hands on assignments.

DATES OF SERVICE: July 23rd-26th 2018

PAYMENT: Onetime fee of 2,150 each total cost 4,300.

FUNDING SOURCE: Registration fees are collected and deposited into district accounts created for this event. Fees collected will pay for these consultant's. Account # 01-0000-0-5800-472-1110-1000-014-993.

CONSENT AGENDA

RECOMMENDATION: To allow Brandon Goodwin and David W. Davis to provide training for this workshop on July 23rd-July 26th.

XV-13

There are only twenty openings for this workshop so register now!
Registration Fee: \$370.00

CLICK HERE TO REGISTER

Registration closes in May

AB WORKSHOP California

July 23-26, 2018 | Center High School | Antelope, CA



This is a video storytelling boot camp. Perfect for the first-time broadcast teacher, or the veteran looking to refresh and recharge. This workshop provides inspiring sessions in the morning and challenging, hands-on assignments in the afternoons. Hundreds of teachers have gone through this very same program since the summer of 2000.

MONDAY JULY 23RD

8:45 a.m. - 5:30 p.m.

- Video Storytelling Techniques
- Video Shooting Basics
- Interviewing
- Assignment 1
- Assignment 2

TUE. JULY 24TH

8:45 a.m. - 5:30 p.m.

- Shows, Segments, and Projects
- Creative Approaches
- Writing for Broadcast
- Coaching On Air Talent
- Getting Great Audio
- Assignment 3

WED. JULY 25TH

8:45 a.m. - 6:30 p.m.

- Assignment 4: The Big Shoot
- Edit Final Projects
- Studio Production

THURS. JULY 26TH

8:45 a.m. - 2:00 p.m.

- Grading Video Classes
- Lighting Tips and Tricks
- Fundraising and FUNraising
- Resources
- Final Screening



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this _____ day of _____, 20____, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: David W. Davis
Address: [REDACTED]
Phone: [REDACTED] Taxpayer ID #: [REDACTED]

*Full description of services to be provided:

Teacher training in video production and storytelling, including presentations and handouts.

*Payment \$ 2150 per 1. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 7-23-18 *Frequency of Service Dates: One Time
*Ending Date of Service: 7-26-18

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)

☒ Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$ 2150 Budget # _____

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR*: David W. Davis Date*: 4-24-18
Signature of District employee requesting service: [Signature] Date: 4-24-18
Date Board of Trustees Approved (if over \$500.00): _____ Date: _____
Signature of Accounting Supervisor: _____ Date: _____
Personnel Approval (if cleared to start): _____ Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I

YES NO

1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		X
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.		X

If the answer to of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II

YES NO

8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

YES NO

<p>11. Does the individual operate an independent trade or business that is available to the general public?</p> <p><i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i></p>	X	
<p>12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?</p> <p><i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i></p>	X	

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

YES NO

<p>13. Does the individual provide all materials and support services necessary for the performance of this service?</p> <p><i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i></p>	X	
<p>14. Is this paid by the job or on a commission?</p>	X	
<p>15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?</p> <p><i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i></p>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > _____				

Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) > _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person > *David W. Davis* Date > *4-24-18*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this _____ day of _____, 20____, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: Brandon Goodwin
Address: 4044 E Linwood St Springfield, MO 65809
Phone: 417 496 2463 Taxpayer ID #: 27-0889975

***Full description of services to be provided:**

Teacher training in the craft of video production and visual storytelling. Training includes presentations and hands-on assignments.

*Payment \$ \$2,150.00 per 1. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 7/23/18 *Frequency of Service Dates: One Time
*Ending Date of Service: 7/26/18

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)
☒ Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$ \$2,150 Budget # _____

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR*: [Signature] Date*: 4/19/18
Signature of District employee requesting service: [Signature] Date: 4-15-18
Date Board of Trustees Approved (if over \$500.00): _____ Date: _____
Signature of Accounting Supervisor: _____ Date: _____
Personnel Approval (if cleared to start): _____ Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		X
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.		X

If the answer to of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

	YES	NO
11. Does the individual operate an independent trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	X	
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	X	

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	X	
14. Is this paid by the job or on a commission?	X	
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	X	


If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Brandon Patrick Goodwin	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) 4044 E Linwood St.	Requester's name and address (optional)
	6 City, state, and ZIP code Springfield, MO 65809	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	
Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	
Social security number [] [] [] - [] [] [] - [] [] [] [] or Employer identification number [2] [7] - [0] [8] [8] [9] [9] [7] [5]	

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
Sign Here	Signature of U.S. person ▶  Date ▶ 4/19/18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Center Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Center High School

Date: April 30, 2018

Action Item XX

To: CUSD Board of Trustees

Information Item

From: Jerald Ferguson

Attached Pages 1

Principal's Initials JF

SUBJECT: 2018-2019 Designation of CIF representatives to league.

2018-2019 league representative designated by our school district or school governing board.

This is a legal requirement that league representatives be so designated. The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designated their representatives for CIF leagues. This is a necessity! (ED. Code 33353 (a) (1)).

RECOMMENDATION: We are asking that you approve John Gallagher, Chuck Chauvin and Jerald Ferguson as our 2018-2019 school league representatives. The top part of the page attached will need to be filled out and sent off no later than June 29th 2018.

CONSENT AGENDA

2018-2019 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE)** no later than June 29, 2018.

_____ School District/Governing Board at its _____ meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2018-2019 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL CENTER High School
NAME OF REPRESENTATIVE John C. Hagler POSITION Athletic Director
ADDRESS 3111 CENTER COURT LANE CITY Antelope ZIP 95843
PHONE 916-338-6366 FAX (916) 338-6370 E-MAIL JohnC@CENTERUSD.org

NAME OF SCHOOL CENTER High School
NAME OF REPRESENTATIVE CHUCK CHAUVIN POSITION ASSISTANT PRINCIPAL
ADDRESS 3111 CENTER COURT LANE CITY ANTELOPE ZIP 95843
PHONE (916) 338-6426 FAX (916) 338-6370 E-MAIL CCHAUVIN@CENTERUSD.ORG

NAME OF SCHOOL CENTER High School
NAME OF REPRESENTATIVE DERALD FERGUSON POSITION PRINCIPAL
ADDRESS 3111 CENTER COURT LANE CITY ANTELOPE ZIP 95843
PHONE (916) 338-6422 FAX (916) 338-6370 E-MAIL JFERGUSON@CENTERUSD.ORG

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name DERALD FERGUSON Signature [Signature]
Address 3111 CENTER COURT LANE City ANTELOPE Zip 95843
Phone (916) 338-6422 Fax (916) 338-6370

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Facilities & Operations Department	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: May 16, 2018	# Attached Pages <u> 4 </u>
From: Craig Deason, Assist. Supt.	
Assist. Supt. Initials: <u> CD </u>	

SUBJECT:	PSA for Loy Mattison Enterprises
CONSULTANT'S NAME:	Loy Mattison
COMPANY NAME (if applicable):	Loy Mattison Enterprises
SERVICES TO BE RENDERED:	E-Rate Services
DATES OF SERVICE:	July 1, 2018 - June 30, 2019
PAYMENT PER HOUR:	\$125.00
SERVICES RENDERED AS NEEDED	
FUNDING SOURCE:	01-0000-0-5930-106-0000-8110-007-000
RECOMMENDATION: That the CJUSD Board of Trustees approves the Professional Services Agreement as presented.	

CONSENT AGENDA



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 27 day of APRIL, 2018, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: LOY MATISON

Address: [REDACTED]

Phone: [REDACTED] Taxpayer ID #: [REDACTED]

*Full description of services to be provided: ERATE SERVICE
FILE ANY AND ALL ERATE FORMS / APPLICATIONS AND
FOLLOW FOR CREDITS

*Payment \$ 125⁰⁰ per HOUR. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 7/1/2018 *Frequency of Service Dates: MONTHLY
*Ending Date of Service: 6/30/2019

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)

☒ Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$ _____ Budget # _____

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR*: [Signature]

Date*: 4/27/18

Signature of District employee requesting service: [Signature]

Date: 5/3/18

Date Board of Trustees Approved (if over \$500.00): _____

Date: _____

Signature of Accounting Supervisor: _____

Date: _____

Personnel Approval (if cleared to start): _____

Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I

YES NO

1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		X
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.		X

If the answer to of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II

YES NO

8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

YES NO

<p>11. Does the individual operate an independent trade or business that is available to the general public?</p> <p><i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i></p>	X	
<p>12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?</p> <p><i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i></p>	X	

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

YES NO

<p>13. Does the individual provide all materials and support services necessary for the performance of this service?</p> <p><i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i></p>	X	
<p>14. Is this paid by the job or on a commission?</p>	X	
<p>15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?</p> <p><i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i></p>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

LOY J. MATISON

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

OR

Employer identification number

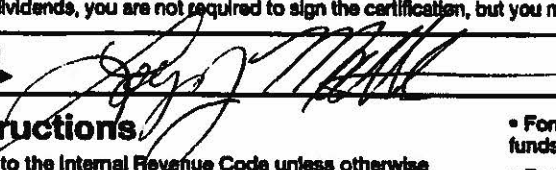
____ - ____ - ____ - ____ - ____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 4/17/2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 2, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 0

Initials: CD

SUBJECT: Disposal of Surplus Equipment

The Facilities & Operations Department would like to surplus the following vehicle that is no longer in use in the Transportation Department:

1993 Chevy/Collins Mini Wheelchair Bus, VIN #2GBHG31J3P4136213, Plate #1052230

This vehicle will be offered for sale, donation, or disposal following your approval.

Recommendation: That the Board of Trustees approves the surplus and disposal, donation, or sale of the equipment.

CONSENT AGENDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 1

Assist. Supt. Initials: CD

**SUBJECT: Contract Amendment #4 – Proposition 39,
California Clean Energy Jobs Act with Capital Program
Management for Planning Implementation Services**

The Facilities and Operations Department would like approval of Contract Amendment #4 – Proposition 39, California Clean Energy Jobs Act with Capital Program Management for Planning Implementation Services.

This is an Amendment to increase compensation from TWO HUNDRED TWO THOUSAND DOLLARS (\$202,000.00) to TWO HUNDRED ELEVEN THOUSAND DOLLARS (\$211,000.00), an increase of NINE THOUSAND DOLLARS (\$9,000.00). This is due to added scope to the Energy Expenditure Plan (EEP) #2.

Recommendation: That the Board of Trustees approves Amendment #4 - Proposition 39, California Clean Energy Jobs Act with Capital Program Management for Planning Implementation Services.

CONSENT AGENDA

Contract Amendment #4

May 16, 2018

Planning and implementation services associated with Proposition 39, California Clean Energy Jobs Act Agreement between Center Joint Unified School District and Capital Program Management Inc., "Program Manager or PM" (hereinafter collectively referred to as "Parties").

WHEREAS, the Parties entered into an Agreement ("Agreement") dated January 21, 2015 to provide planning and implementation services in connection with the Proposition 39, California Clean Energy Jobs Act for the District; and

WHEREAS, the Parties wish to amend the Agreement.

NOW, THEREFORE, the Parties hereby agree as follows:

This is an Amendment to increase compensation from Two Hundred Two Thousand Dollars (\$202,000) to Two Hundred Eleven Thousand Dollars (\$211,000), an increase of Nine Thousand Dollars (\$9,000).

REVISE Article 7: COMPENSATION AND PAYMENT, Paragraph A. Compensation for Basic Services to:

- A. Compensation for Basic Services:** The Owner shall compensate the PM for performing the Services as described in Exhibit "A", within timeframes established in Article 4. Fees will not exceed Two Hundred Eleven Thousand Dollars (\$211,000) based upon hourly rates for services as described in Exhibit "B".

NOW, THEREFORE, the Parties agree that all other terms, conditions, exhibits, and obligations of the Agreement remain in effect throughout the term of the Agreement except for those provisions of the Agreement that are directly contradicted by this Amendment, in which event the terms of the Amendment shall control.

The covenants and conditions contained in this Amendment shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.

This Amendment is executed as of the day and year first written above.

CENTER JOINT UNIFIED SCHOOL DISTRICT:

By: _____

Its: _____

Date: _____

CAPITAL PROGRAM MANAGEMENT, INC.:

By: 

Mr. Mark Rosson

Its: Vice-President

Date: 25 APR 18

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 12

Assist. Supt. Initials: CD

SUBJECT: Contract with MHL Enterprises to Provide Inspection Services for the Proposition 39 Funded Energy Efficiency and Conservation HVAC Projects at North Country & Oak Hill Elementary Schools

The Facilities and Operations Department would like to enter into a contract with MHL Enterprises to provide inspection services for the Proposition 39 Funded Energy Efficiency and Conservation HVAC projects at North Country and Oak Hill Elementary schools.

The contract price will be billed at \$85.00 per hour and will not exceed THREE THOUSAND FOUR HUNDRED DOLLARS (\$3,400.00).

RECOMMENDATION: That the Board of Trustees approves the contract with MHL Enterprises for the Proposition 39 Funded Energy Efficiency and Conservation HVAC projects at North Country and Oak Hill Elementary schools.

CONSENT AGENDA

INSPECTOR SERVICES AGREEMENT

This AGREEMENT is made and entered into this 17th day of May, 2018, by and between the CENTER UNIFIED SCHOOL DISTRICT ("DISTRICT"), and MHL Enterprises ("INSPECTOR"). The DISTRICT and the INSPECTOR are sometimes referred to herein singularly as a "PARTY" and collectively as the "PARTIES". In connection with the DISTRICT's NON-DSA Proposition 39 Funded Energy Efficiency and Conservation HVAC Projects at North Country Elementary School and Oak Hill Elementary School ("PROJECTS"), the INSPECTOR and the DISTRICT do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect ("DSA"), Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services. The INSPECTOR shall be properly registered with the Department of Industrial Relations (DIR) and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this AGREEMENT. In the event that INSPECTOR subcontracts any portion of INSPECTOR's duties, INSPECTOR shall require the subcontractor to have the same such qualifications, approval and registration with the DIR as provided in this paragraph.

(B) Services to be Provided by the INSPECTOR. The INSPECTOR shall provide to the DISTRICT on the terms set forth herein all the services articulated in Section (C) of this AGREEMENT.

(1) **Contract Term.** The effective period of this AGREEMENT is to be from May 17, 2018 through September 30, 2018.

(C) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) **General.** The INSPECTOR shall act under the direction of the architect and registered engineer. The Inspector shall attend all planning, pre-construction conferences, project meetings, and/or meetings as required by the DISTRICT.

(2) **Duties.** The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) **Continuous/Part-Time Inspection Requirement.** The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal inspection of the work of construction in all stages of its progress, as set forth in California Education Code Section 17309, that the requirements of the approved plans and specifications are being completely executed.

Based upon the needs of the project, continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after

the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous or part-time inspection.

(b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect or registered engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect or registered engineer for his interpretation and instructions. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File.

(i) The INSPECTOR shall keep a Job File on the PROJECT jobsite at all times in an organized manner (along with a back-up of the files on some other media such as a hard drive or back-up electronic file service). The INSPECTOR's Job File shall be readily accessible to the DISTRICT, Project Architect/Engineer upon site visits and upon request. The INSPECTOR's Job File shall include all documents required to be maintained on a school construction site in accordance with Title 24 including, but not limited to, the following:

- (A) Communication log; all communications and project related meeting minutes/notes;
- (B) Inspector Daily Reports;
- (C) Records of concrete placing operations;
- (D) Records of welding operations;
- (E) Records of pile driving operations;
- (F) Verified reports from all parties required to file verified reports;
- (G) Completed semi-monthly reports;
- (H) Applicable codes and referenced standards;
- (I) Any other documents required to provide a complete record of construction.

The INSPECTOR shall notify the DISTRICT immediately when the Architect, Engineer, Contractor, Laboratory of Record, Special Inspector, or any other party involved in the construction of the PROJECT, has failed to timely prepare and submit any of the above documents.

(ii) The INSPECTOR shall provide the DISTRICT with a copy of the entire Job File with the exception of the building codes and standards at the completion of the PROJECT.

(iii) Notwithstanding any other requirements in this AGREEMENT or Title 24, the INSPECTOR shall ensure that copies of the following documents are submitted

to the DSA from the INSPECTOR's Job File which shall hereinafter be collectively referred to as the "DSA Document Submittal":

- (A) Any completed DSA documents required for the completion of the PROJECT (DSA-999).
- (iv) The documents making up the Document Submittal shall be submitted to the DISTRICT upon any of the following events:
 - (A) The services of the INSPECTOR are terminated for any reason prior to the completion of the PROJECT;
 - (B) The PROJECT is substantially complete;
 - (C) The work on the PROJECT is suspended for a period of more than one (1) year; or
 - (D) Upon request.
- (v) The INSPECTOR shall immediately return any unapproved documents to the Architect for proper action and notify the DSA if the Contractor proceeds with construction activities in accordance with such unapproved documents.
- (f) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations. See also sample of semimonthly report in Appendix of Title 24 of the California Code of Regulations.
- (g) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT. Such reports shall include, but not be limited to, the following information:
 - (i) Activities performed by the Contractors, and areas where work is performed with relation to the plans and specifications.
 - (ii) Manpower assigned to the Contractor and subcontractor(s), including the number of individuals in each trade of work being performed.
 - (iii) Weather conditions.
 - (iv) Equipment and materials delivered to the site.
 - (v) Construction equipment and vehicles utilized on PROJECT.
 - (vi) Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - (vii) Verbal communication and clarifications of the work given to the Contractor awarded the PROJECT.
 - (viii) Inspection by representatives of regulatory agencies.

- (ix) Occurrences or conditions that might affect Contract Sum or Contract Time.
- (x) Visitors to the site, titles, and employers of visitors, and reasons for visit.
- (xi) INSPECTOR's record journal to include "Pertinent Calls" relating to conflicting issues regarding changes to documents, i.e., plans, specifications, change orders and job conditions affecting the interests of the DISTRICT.
- (xii) Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- (xiii) Times of day INSPECTOR was present on site.
- (h) Not used
- (i) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:
 - (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
 - (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
 - (iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT. At the end of each individual PROJECT, the INSPECTOR shall provide to the DISTRICT with all PROJECT documentation in a professional format, both in binders and on a computer CD.

A complete and accurate copy of all records kept or created by the INSPECTOR arising under or connected in any way to the PROJECT shall be furnished by the INSPECTOR to the DISTRICT immediately upon written demand by the DISTRICT.

- (j) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any

responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(k) Not used.

(l) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect or registered engineer, to the school board, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(D) Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(1) Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, in no event shall such policy limit be less than \$1,000,000.00.

(2) Comprehensive general liability insurance with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000.00) for bodily injury and property damage liability per occurrence, including:

- a. Owned, non-owned and hired vehicles at cash value;
- b. Blanket contractual;
- c. Broad form property damage;
- d. Products/completed operations; and
- e. Personal injury.

(3) Not used.

(4) Each policy of insurance required in Section D(2) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(E) The DISTRICT agrees to pay the INSPECTOR for hours actually expended in performing the work in accordance with the rate and price schedule information set forth in EXHIBIT "A". This AGREEMENT is based on estimated Time and Material expense. In no event shall the total payment to INSPECTOR under this AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **Three Thousand Four Hundred and 00/100 Dollars (\$3,400.00)**, inclusive of all Reimbursable Expenses, for all services performed and expenses incurred pursuant to this AGREEMENT for the completion of the PROJECT(S).

(F) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day, based on the needs of the PROJECT, to the inspection of Proposition 39 Funded Energy Efficiency and Conservation HVAC Projects at North Country Elementary School and Oak Hill Elementary School (hereinafter referred to as the "PROJECT(S)").

(G) Termination. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

- (1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement inspector costs shall be deducted from payments to the INSPECTOR.
- (2) In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (G)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.
- (3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.
- (4) In the event the INSPECTOR is terminated, with or without cause, the INSPECTOR shall personally provide all the original PIC's prepared or obtained by the INSPECTOR in connection with the PROJECT to the assuming DSA inspector or the DSA as

directed by the DISTRICT. All original PIC's must be provided to the DSA assuming inspector or the DSA, as applicable, within 48 hours of the effective date of the INSPECTOR's termination. Under no circumstances shall the INSPECTOR withhold any original PIC's related to the PROJECT upon the INSPECTOR's termination. The INSPECTOR shall be responsible for any delays on the PROJECT that arise out of the INSPECTOR's failure to provide the original PIC's to the assuming DSA inspector or the DSA as directed by the DISTRICT in accordance with this section. Upon the effective date of the INSPECTOR's termination, the INSPECTOR shall provide copies of all current PIC's in the INSPECTOR's Project File to the DISTRICT along with all other documents detailed in Section (C)(2)(c) of this AGREEMENT.

- (5) In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.
- (6) THE DISTRICT AND INSPECTOR UNDERSTAND AND AGREE THAT SECTION (G) OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMINATION PROVISION THAT IS ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.
- (H) Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:
 - (1) Workers' Compensation and Employers' Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and
 - (2) General Liability. Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR related to, founded upon or in connection with this AGREEMENT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;
 - (3) Not used.
 - (4) Business Automobile Liability. Liability for bodily injury or property damage claims arising out of the use of owned, hired, or non-owned automobiles operated by the INSPECTOR, its officers, agents, employees or anyone employed by the INSPECTOR, in connection with work performed under this AGREEMENT.

(5) INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, the State of California, or their officers, agents or employees in connection with or in any manner arising out of INSPECTOR's performance of services contemplated by this Agreement or injuries identified herein Section (H) and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

(6) THE PARTIES UNDERSTAND AND AGREE THAT SECTION (H) OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT OR OTHERWISE INCLUDED IN THE INSPECTOR'S TERMS AND CONDITIONS SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

(7) ANY ATTEMPT TO LIMIT THE INSPECTOR'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE INSPECTOR.

(I) Independent Contractor. INSPECTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. The INSPECTOR understands and agrees that INSPECTOR and all of INSPECTOR's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The INSPECTOR assumes the full responsibility for the acts and/or omissions of the INSPECTOR's employees or agents as they relate to the services to be provided under this AGREEMENT. The INSPECTOR shall assume full responsibility for payment of all prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective INSPECTOR's employees. INSPECTOR shall fully defend and indemnify the DISTRICT from any claims, damages or any liability arising from or related to DISTRICT or its subcontractors' failure to comply with any applicable prevailing wage laws and requirements.

(J) Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(K) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(L) This AGREEMENT shall be governed by the laws of the State of California.

(M) Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and INSPECTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This

AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the INSPECTOR.

(N) THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE INSPECTOR. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS EXHIBIT "A" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO SUCH BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE INSPECTOR SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE INSPECTOR MAY BE INCORPORATED INTO THIS AGREEMENT AS EXHIBIT "A" BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE INSPECTOR'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

(O) Time is of the essence with respect to all provisions of this AGREEMENT.

(P) Education Code Section 45125.1: During the entire term of this AGREEMENT, INSPECTOR shall fully comply with the provision of Education Code sections 45125.1 (Fingerprinting Requirements), when it is determined that the INSPECTOR or subcontractor will have contact with pupils in the performance of services under this AGREEMENT. See EXHIBIT "B" attached.

(Q) This AGREEMENT will be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguities with respect to, any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity be construed or resolved against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

(R) If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

(S) All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by this reference as though fully set forth in each instance in the text hereof unless otherwise excluded by this AGREEMENT.

(T) This AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

(U) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of the INSPECTOR's interests set forth herein without the DISTRICT's written approval shall be void and shall be given

no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without the prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(V) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(W) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

INSPECTOR:

DISTRICT:

MHL Enterprises

Center Joint Unified School District

By:

DK Dooley
DENNIS K DOOLEY

By:

APPROVED AS TO FORM:

Atkinson, Anderson, Loya, Roud & Romo

[Signature]

David A. Soldani, Esq.
Attorney for Center Joint Unified School District

EXHIBIT "A"

Schedule of Hourly Rates

<u>INSPECTOR</u>	<u>HOURLY</u>
PROJECT INSPECTOR STANDARD WORK WEEK (40 hours/week Monday-Friday, non-holiday)	\$85.00
PROJECT INSPECTOR OVERTIME RATES (First 4 daily overtime hours, Monday-Friday, and the first 8 hours on Saturday)	\$85.00
PROJECT INSPECTOR SUNDAY/HOLIDAY OVERTIME RATE	\$85.00

These fees include all expenses related to inspecting the project, including cell phone usage, office supplies, vehicle related costs, inspection tools, code and reference books, general and liability insurance premiums, and all other business related costs.

EXHIBIT "B"

INSPECTOR'S CERTIFICATION REGARDING BACKGROUND CHECKS

Pursuant to Education Code Section 45125.1, INSPECTOR will submit the names of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, to allow the District to send these individuals to a Live Scan facility for fingerprinting and conduct the required DOJ criminal background check. I understand that no person will perform services on any District site until I have been notified of receipt of clearance from DOJ regarding those persons named.

As required by Education Code 45125.1, attached hereto (below) a list of names of the employees or agents of INSPECTOR who will be providing services to Center Joint Unified School District and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify the Center Joint Unified School District of any addition/deletions as they occur.

[INSERT LIST OF NAMES]

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

Date 03 May, 20 18

D K Dooley
[INSPECTOR]

DENNIS K DOOLEY

By its: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 12

Assist. Supt. Initials: CD

SUBJECT: Contract with MHL Enterprises to Provide Inspection Services for Project #18-04A and #18-04B Dudley and Spinelli Elementary School's Campus Fencing Upgrades and Spinelli Basketball Court Replacement Projects

The Facilities and Operations Department would like to enter into a contract with MHL Enterprises to provide inspection services for Project #18-04A and #18-04B Dudley and Spinelli Elementary School's Campus Fencing Upgrades and Spinelli Basketball Court Replacement Projects.

The contract price will be billed at \$85.00 per hour and will not exceed TEN THOUSAND TWO HUNDRED DOLLARS (\$10,200.00).

RECOMMENDATION: That the Board of Trustees approves the contract with MHL Enterprises to provide inspection services for Project #18-04A and #18-04B Dudley and Spinelli Elementary School's Campus Fencing Upgrades and Spinelli Basketball Court Replacement Projects.

CONSENT AGENDA

INSPECTOR SERVICES AGREEMENT

This AGREEMENT is made and entered into this 17th day of May, 2018, by and between the CENTER JOINT UNIFIED SCHOOL DISTRICT ("DISTRICT"), and MHL Enterprises ("INSPECTOR"). The DISTRICT and the INSPECTOR are sometimes referred to herein singularly as a "PARTY" and collectively as the "PARTIES". In connection with the DISTRICT's NON-DSA Campus Fencing Upgrades and Basketball Court Replacement Projects at Dudley Elementary School (Project 18-04A) Spinelli Elementary School (Project 18-04B) ("PROJECTS"), the INSPECTOR and the DISTRICT do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect ("DSA"), Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services. The INSPECTOR shall be properly registered with the Department of Industrial Relations (DIR) and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this AGREEMENT. In the event that INSPECTOR subcontracts any portion of INSPECTOR's duties, INSPECTOR shall require the subcontractor to have the same such qualifications, approval and registration with the DIR as provided in this paragraph.

(B) Services to be Provided by the INSPECTOR. The INSPECTOR shall provide to the DISTRICT on the terms set forth herein all the services articulated in Section (C) of this AGREEMENT.

(1) **Contract Term.** The effective period of this AGREEMENT is to be from May 17, 2018 through September 30, 2018.

(C) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) **General.** The INSPECTOR shall act under the direction of the architect and registered engineer. The Inspector shall attend all planning, pre-construction conferences, project meetings, and/or meetings as required by the DISTRICT.

(2) **Duties.** The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) **Continuous/Part-Time Inspection Requirement.** The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal inspection of the work of construction in all stages of its progress, as set forth in California Education Code Section 17309, that the requirements of the approved plans and specifications are being completely executed.

Based upon the needs of the project, continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after

the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous or part-time inspection.

(b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect or registered engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect or registered engineer for his interpretation and instructions. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File.

(i) The INSPECTOR shall keep a Job File on the PROJECT jobsite at all times in an organized manner (along with a back-up of the files on some other media such as a hard drive or back-up electronic file service). The INSPECTOR's Job File shall be readily accessible to the DISTRICT, Project Architect/Engineer upon site visits and upon request. The INSPECTOR's Job File shall include all documents required to be maintained on a school construction site in accordance with Title 24 including, but not limited to, the following:

- (A) Communication log; all communications and project related meeting minutes/notes;
- (B) Inspector Daily Reports;
- (C) Records of concrete placing operations;
- (D) Records of welding operations;
- (E) Records of pile driving operations;
- (F) Verified reports from all parties required to file verified reports;
- (G) Completed semi-monthly reports;
- (H) Applicable codes and referenced standards;
- (I) Any other documents required to provide a complete record of construction.

The INSPECTOR shall notify the DISTRICT immediately when the Architect, Engineer, Contractor, Laboratory of Record, Special Inspector, or any other party involved in the construction of the PROJECT, has failed to timely prepare and submit any of the above documents.

(ii) The INSPECTOR shall provide the DISTRICT with a copy of the entire Job File with the exception of the building codes and standards at the completion of the PROJECT.

(iii) Notwithstanding any other requirements in this AGREEMENT or Title 24, the INSPECTOR shall ensure that copies of the following documents are submitted to the DSA from the INSPECTOR's Job File which shall hereinafter be collectively referred to as the "DSA Document Submittal":

- (A) Any completed DSA documents required for the completion of the exempt PROJECT (DSA-999).
- (iv) The documents making up the Document Submittal shall be submitted to the DISTRICT upon any of the following events:
 - (A) The services of the INSPECTOR are terminated for any reason prior to the completion of the PROJECT;
 - (B) The PROJECT is substantially complete;
 - (C) The work on the PROJECT is suspended for a period of more than one (1) year; or
 - (D) Upon request.
- (v) The INSPECTOR shall immediately return any unapproved documents to the Architect for proper action and notify the DSA if the Contractor proceeds with construction activities in accordance with such unapproved documents.
- (f) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations. See also sample of semimonthly report in Appendix of Title 24 of the California Code of Regulations.
- (g) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT. Such reports shall include, but not be limited to, the following information:
 - (i) Activities performed by the Contractors, and areas where work is performed with relation to the plans and specifications.
 - (ii) Manpower assigned to the Contractor and subcontractor(s), including the number of individuals in each trade of work being performed.
 - (iii) Weather conditions.
 - (iv) Equipment and materials delivered to the site.
 - (v) Construction equipment and vehicles utilized on PROJECT.
 - (vi) Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - (vii) Verbal communication and clarifications of the work given to the Contractor awarded the PROJECT.
 - (viii) Inspection by representatives of regulatory agencies.
 - (ix) Occurrences or conditions that might affect Contract Sum or Contract Time.

- (x) Visitors to the site, titles, and employers of visitors, and reasons for visit.
 - (xi) INSPECTOR's record journal to include "Pertinent Calls" relating to conflicting issues regarding changes to documents, i.e., plans, specifications, change orders and job conditions affecting the interests of the DISTRICT.
 - (xii) Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
 - (xiii) Times of day INSPECTOR was present on site.
- (h) Not used.
- (i) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:
 - (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
 - (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
 - (iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT. At the end of each individual PROJECT, the INSPECTOR shall provide to the DISTRICT with all PROJECT documentation in a professional format, both in binders and on a computer CD.

A complete and accurate copy of all records kept or created by the INSPECTOR arising under or connected in any way to the PROJECT shall be furnished by the INSPECTOR to the DISTRICT immediately upon written demand by the DISTRICT.

- (j) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(k) Not used.

- (l) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect or registered engineer, to the school board, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(D) Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- (1) Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, in no event shall such policy limit be less than \$1,000,000.00.
- (2) Comprehensive general liability insurance with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000.00) for bodily injury and property damage liability per occurrence, including:
 - a. Owned, non-owned and hired vehicles at cash value;
 - b. Blanket contractual;
 - c. Broad form property damage;
 - d. Products/completed operations; and
 - e. Personal injury.

(3) Not used.

- (4) Each policy of insurance required in Section D(2) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(E) The DISTRICT agrees to pay the INSPECTOR for hours actually expended in performing the work in accordance with the rate and price schedule information set forth in EXHIBIT "A". This AGREEMENT is based on estimated Time and Material expense. In no event shall the total payment to INSPECTOR under this AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of Ten Thousand Two Hundred and 00/100 Dollars (\$10,200.00), inclusive of all Reimbursable Expenses, for all services performed and expenses incurred pursuant to this AGREEMENT for the completion of the PROJECT(S).

(F) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day, based on the needs of the PROJECT, to the inspection of Campus Fencing Upgrades and Basketball Court Replacement Projects at Dudley Elementary School and Spinelli Elementary School (hereinafter referred to as the "PROJECT(S)").

(G) Termination. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

- (1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement inspector costs shall be deducted from payments to the INSPECTOR.
- (2) In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (G)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.
- (3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.
- (4) In the event the INSPECTOR is terminated, with or without cause, the INSPECTOR shall personally provide all the original PIC's prepared or obtained by the INSPECTOR in connection with the PROJECT to the assuming DSA inspector or the DSA as

directed by the DISTRICT. All original PIC's must be provided to the DSA assuming inspector or the DSA, as applicable, within 48 hours of the effective date of the INSPECTOR's termination. Under no circumstances shall the INSPECTOR withhold any original PIC's related to the PROJECT upon the INSPECTOR's termination. The INSPECTOR shall be responsible for any delays on the PROJECT that arise out of the INSPECTOR's failure to provide the original PIC's to the assuming DSA inspector or the DSA as directed by the DISTRICT in accordance with this section. Upon the effective date of the INSPECTOR's termination, the INSPECTOR shall provide copies of all current PIC's in the INSPECTOR's Project File to the DISTRICT along with all other documents detailed in Section (C)(2)(c) of this AGREEMENT.

- (5) In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

- (6) THE DISTRICT AND INSPECTOR UNDERSTAND AND AGREE THAT SECTION (G) OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMINATION PROVISION THAT IS ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

(H) **Hold Harmless.** To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

- (1) Workers' Compensation and Employers' Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and
- (2) General Liability. Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR related to, founded upon or in connection with this AGREEMENT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;
- (3) Not used.
- (4) Business Automobile Liability. Liability for bodily injury or property damage claims arising out of the use of owned, hired, or non-owned automobiles operated by the INSPECTOR, its officers, agents, employees or anyone employed by the INSPECTOR, in connection with work performed under this AGREEMENT.

(5) INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, the State of California, or their officers, agents or employees in connection with or in any manner arising out of INSPECTOR's performance of services contemplated by this Agreement or injuries identified herein Section (H) and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

(6) THE PARTIES UNDERSTAND AND AGREE THAT SECTION (H) OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT OR OTHERWISE INCLUDED IN THE INSPECTOR'S TERMS AND CONDITIONS SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

(7) ANY ATTEMPT TO LIMIT THE INSPECTOR'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE INSPECTOR.

(I) Independent Contractor. INSPECTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. The INSPECTOR understands and agrees that INSPECTOR and all of INSPECTOR's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The INSPECTOR assumes the full responsibility for the acts and/or omissions of the INSPECTOR's employees or agents as they relate to the services to be provided under this AGREEMENT. The INSPECTOR shall assume full responsibility for payment of all prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective INSPECTOR's employees. INSPECTOR shall fully defend and indemnify the DISTRICT from any claims, damages or any liability arising from or related to DISTRICT or its subcontractors' failure to comply with any applicable prevailing wage laws and requirements.

(J) Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(K) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(L) This AGREEMENT shall be governed by the laws of the State of California.

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(O) Time is of the essence with respect to all provisions of this AGREEMENT.

(P) Education Code Section 45125.1: During the entire term of this AGREEMENT, INSPECTOR shall fully comply with the provision of Education Code sections 45125.1 (Fingerprinting Requirements), when it is determined that the INSPECTOR or subcontractor will have contact with pupils in the performance of services under this AGREEMENT. See EXHIBIT "B" attached.

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(R) If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

(S) All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by this reference as though fully set forth in each instance in the text hereof unless otherwise excluded by this AGREEMENT.

(T) This AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

(U) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of the INSPECTOR's interests set forth herein without the DISTRICT's written approval shall be void and shall be given no force or effect. No individual person assigned to provide the services hereunder for the

PROJECT may be changed or substituted without the prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(V) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(W) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

INSPECTOR:

MHL Enterprises

By: DK Dooley
DENNIS K DOOLEY

DISTRICT:

Center Joint Unified School District

By: _____

APPROVED AS TO FORM:
Atkinson, Anderson, Loya, Ruud & Romo

David A. Soldani, Esq.
Attorney for Center Joint Unified School District

EXHIBIT "A"

Schedule of Hourly Rates

INSPECTOR	HOURLY
PROJECT INSPECTOR STANDARD WORK WEEK (40 hours/week Monday-Friday, non-holiday)	\$85.00
PROJECT INSPECTOR OVERTIME RATES (First 4 daily overtime hours, Monday-Friday, and the first 8 hours on Saturday)	\$85.00
PROJECT INSPECTOR SUNDAY/HOLIDAY OVERTIME RATE	\$85.00

These fees include all expenses related to inspecting the project, including cell phone usage, office supplies, vehicle related costs, inspection tools, code and reference books, general and liability insurance premiums, and all other business related costs.

EXHIBIT "B"

INSPECTOR'S CERTIFICATION REGARDING BACKGROUND CHECKS

Pursuant to Education Code Section 45125.1, INSPECTOR will submit the names of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, to allow the District to send these individuals to a Live Scan facility for fingerprinting and conduct the required DOJ criminal background check. I understand that no person will perform services on any District site until I have been notified of receipt of clearance from DOJ regarding those persons named.

As required by Education Code 45125.1, attached hereto (below) a list of names of the employees or agents of INSPECTOR who will be providing services to Center Joint Unified School District and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify the Center Joint Unified School District of any addition/deletions as they occur.

[INSERT LIST OF NAMES]

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

Date 03 May, 20 18

D/K Dooley
[INSPECTOR]

DENNIS K DOOLEY

By its: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 17

Assist. Supt. Initials: CD

SUBJECT: Contract with MHL Enterprises to Provide Inspection Services for Project #18-02 Center High School New Campus Entry Plaza Project

The Facilities and Operations Department would like to enter into a contract with MHL Enterprises to provide inspection services for Project #18-02 Center High School New Campus Entry Plaza Project.

The contract price will be billed at \$85.00 per hour and will not exceed TWENTY-NINE THOUSAND THREE HUNDRED TWENTY-FIVE DOLLARS (\$29,325.00).

RECOMMENDATION: That the Board of Trustees approves the contract with MHL Enterprises to provide inspection services for Project #18-02 Center High School New Campus Entry Plaza Project.

CONSENT AGENDA

INSPECTOR SERVICES AGREEMENT

This AGREEMENT is made and entered into this 17th day of May, 2018, by and between the CENTER JOINT UNIFIED SCHOOL DISTRICT ("DISTRICT"), and MHL Enterprises ("INSPECTOR"). The DISTRICT and the INSPECTOR are sometimes referred to herein singularly as a "PARTY" and collectively as the "PARTIES". In connection with the DISTRICT's Center High School New Campus Entry Plaza Project, DSA Application #: #02-116405 ("PROJECT"), the INSPECTOR and the DISTRICT do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect ("DSA"), Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services. The INSPECTOR shall be properly registered with the Department of Industrial Relations (DIR) and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this AGREEMENT. In the event that INSPECTOR subcontracts any portion of INSPECTOR's duties, INSPECTOR shall require the subcontractor to have the same such qualifications, approval and registration with the DIR as provided in this paragraph.

(B) Services to be Provided by the INSPECTOR. The INSPECTOR shall provide to the DISTRICT on the terms set forth herein all the services articulated in Section (C) of this AGREEMENT.

(1) **Contract Term.** The effective period of this AGREEMENT is to be from May 17, 2018 through October 31, 2018.

(C) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) **General.** The INSPECTOR shall act under the direction of the architect and registered engineer. The Inspector shall attend all planning, pre-construction conferences, project meetings, and/or meetings as required by the DISTRICT.

(2) **Duties.** The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) **Continuous/Part-Time Inspection Requirement.** The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal inspection of the work of construction in all stages of its progress, as set forth in California Education Code Section 17309, that the requirements of the approved plans and specifications are being completely executed.

Based on the needs of the project, continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In

any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous or part-time inspection.

- (b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect or registered engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect or registered engineer for his interpretation and instructions. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File.

(i) The INSPECTOR shall keep a Job File on the PROJECT jobsite at all times in an organized manner (along with a back-up of the files on some other media such as a hard drive or back-up electronic file service). The INSPECTOR's Job File shall be readily accessible to the DSA, the DISTRICT, Project Architect/Engineer upon site visits and upon request. The INSPECTOR's Job File shall include all documents required to be maintained on a school construction site in accordance with Title 24 including, but not limited to, the following:

- (A) Form DSA 152 – Project Inspection Card(s)
- (B) DSA approved plans and specifications;
- (C) DSA approved Form DSA 103 – Statement of Structural Tests and Special Inspections
- (D) Deferred submittals as required by the DSA approved plans;
- (E) DSA approved addenda and revisions;
- (F) DSA approved Construction Change Documents;
- (G) Contractor submittals (construction schedule, shop drawings, material certificates, products labels, concrete trip tickets, etc.) as required by the DSA approved Construction Documents;
- (H) Communication log; all communications and project related meeting minutes/notes;
- (I) Deviation Notices (Form DSA 154), as delivered to the DSA, Project Architect/Engineer and Contractor with log listing all notices with resolution status;
- (J) Notices of Deviations/Resolution of Deviations (Form DSA 154);
- (K) Inspector Daily Reports;
- (L) Laboratory tests and inspection reports (Form DSA 291);
- (M) Special inspection reports (Form DSA 292);
- (N) Geotechnical reports (Form DSA 293);
- (O) Records of concrete placing operations;
- (P) Records of welding operations;
- (Q) Records of pile driving operations;
- (R) Verified reports from all parties required to file verified reports;
- (S) Completed semi-monthly reports;
- (T) DSA Field Trip Notes;

- (U) Project Inspector Notifications (Form DSA 151;
- (V) Contractor Notification to Project Inspector Commencement/Completion of Work (Form DSA 156);
- (W) Certificate of Compliance – Approved Bleacher/Grandstand Fabricator (Form DSA 130);
- (X) Applicable codes and referenced standards;
- (Y) Any other documents required to provide a complete record of construction.

The INSPECTOR shall notify the DISTRICT immediately when the Architect, Engineer, Contractor, Laboratory of Record, Special Inspector, or any other party involved in the construction of the PROJECT, has failed to timely prepare and submit any of the above documents to the DSA and/or the INSPECTOR as required by Title 24 and PR 13-01. Any references to the DSA requirements, DSA forms, documents, manuals applicable to the PROJECT shall be deemed to include and incorporate any revisions or updates thereto.

(ii) The INSPECTOR shall provide the DISTRICT with a copy of the entire Job File with the exception of the building codes and standards at the completion of the PROJECT.

(iii) Notwithstanding any other requirements in this AGREEMENT or Title 24, the INSPECTOR shall ensure that copies of the following documents are submitted to the DSA from the INSPECTOR's Job File which shall hereinafter be collectively referred to as the "DSA Document Submittal":

- (A) All completed Form DSA 152 documents required for the completion of the PROJECT;
- (B) All completed Form DSA 6PI documents including interim and final verified reports;
- (C) All completed Form DSA 6AE documents including interim and final verified reports;
- (D) The completed Form DSA 6C documents from each contractor having a contract with the SCHOOL;
- (E) All completed Form DSA 292 documents including interim and final reports prepared by the Special Inspectors;
- (F) All completed Form DSA 291 documents including interim and final reports prepared by the Engineering Manager of the Laboratory of Record;
- (G) All completed Form DSA 293 documents including interim and final reports prepared by the Geotechnical Engineer;
- (H) The completed Form DSA 130 Certificate of Compliance for Bleachers and Grandstand Fabricator as applicable.

(iv) The documents making up the DSA Document Submittal shall be submitted to the DSA upon any of the following events:

- (A) The services of the INSPECTOR are terminated for any reason prior to the completion of the PROJECT;
- (B) The PROJECT is substantially complete in accordance with DSA requirements;

- (C) The work on the PROJECT is suspended for a period of more than one (1) year; or
 - (D) Upon the request of the DSA.
- (v) The INSPECTOR shall immediately return any unapproved documents to the Architect for proper action and notify the DSA if the Contractor proceeds with construction activities in accordance with such unapproved documents.
- (vi) All documents required to be submitted to the DSA by the INSPECTOR in accordance with Title 24, PR 13-01 and this AGREEMENT shall also be submitted electronically in accordance with the DSA's approved procedures for the submittal of such documents.

(d) Project Inspection Cards.

- (i) The INSPECTOR shall obtain the Project Inspection Cards ("PIC") (Form DSA 152) necessary for the inspection of the PROJECT from the Project Architect/Engineer for the INSPECTOR's use in approving and signing off work as it is completed on the PROJECT. The Inspector shall notify the DSA Regional Office with the construction oversight authority over the PROJECT, by phone and electronically, if construction commences without the INSPECTOR having received the PIC's necessary for the inspection and completion of the PROJECT.
- (ii) The INSPECTOR shall complete each PIC as the work progresses pursuant to Title 24, the DSA 152 Manual, PR 13-01 and this AGREEMENT. The INSPECTOR shall not approve and sign off a block or section on a PIC unless the INSPECTOR has verified that: (1) the identified work is in compliance with the DSA approved Construction Documents; (2) all required testing and special inspections have been completed; (3) any and all deviations from the DSA approved Construction Documents have been resolved; (4) all DSA field trip note issues have been resolved; and (5) all required documentation has been received by the INSPECTOR.
- (iii) The INSPECTOR shall post all PIC's in the INSPECTOR's Project File and shall electronically post the PIC's with the DSA as work is being completed on the PROJECT. Electronic posting of the PIC's shall be performed by emailing the PIC's to the DSA Regional Office with the construction oversight authority over the PROJECT. The INSPECTOR shall consistently update the PIC's as work on the PROJECT is being completed. Each time the INSPECTOR updates the PIC's in the INSPECTOR's Project File, the INSPECTOR shall simultaneously update the corresponding PIC posted electronically with the DSA to ensure the PIC's in the INSPECTOR's Project File are current and consistent with the PIC's that are posted electronically with the DSA. The INSPECTOR shall allow any party involved in the construction of the PROJECT to review any PIC at the INSPECTOR's office upon request. The INSPECTOR shall provide a current copy of any PIC to the DSA, the DISTRICT, Project Architect/Engineer or any other state agency upon request.
- (iv) The INSPECTOR shall collect copies of the Interim Verified Reports prepared by the Project Architect/Engineer (Form DSA 6-AE) prior to the

INSPECTOR's approval and sign off of the following sections of the PIC's as applicable:

- (A) Initial Site Work;
- (B) Foundation;
- (C) Vertical Framing;
- (D) Horizontal Framing;
- (E) Appurtenances;
- (F) Non-Building Site Structures;
- (G) Finish Site Work;
- (H) Other Work; or
- (I) Final.

If the Project Architect/Engineer has delegated responsibility for any portion of the PROJECT's design to other engineers, the INSPECTOR shall likewise obtain copies of the Interim Verified Reports prepared by such engineers (Form DSA 6-AE) prior to the INSPECTOR's approval and sign off of the above sections of the PIC's as they relate to the portions of the PROJECT that were delegated to the other engineers. In the case of a Geotechnical engineer, the INSPECTOR shall collect a copy of the Interim Verified Report (Form DSA 293) prepared by such Geotechnical engineer as applicable before the INSPECTOR can approve and sign off any of the above sections that relate to the portions of the PROJECT that were delegated to the Geotechnical engineer.

(v) The INSPECTOR shall collect a copy of the necessary Interim Verified Reports (Form DSA 291) prepared by the Laboratory of Record prior to the INSPECTOR approving and signing off any sections of the PIC's which require testing or special inspections by the employees of the Laboratory of Record as required by the DSA approved Construction Documents including, but not limited to, the following sections:

- (A) Initial Site Work;
- (B) Foundation;
- (C) Vertical Framing;
- (D) Horizontal Framing;
- (E) Appurtenances;
- (F) Non-Building Site Structures;
- (G) Finish Site Work;
- (H) Other Work; or
- (I) Final.

(vi) The INSPECTOR shall collect a copy of the necessary Interim Verified Reports (Form DSA 292) prepared by any Special Inspector not employed by the Laboratory of Record prior to the INSPECTOR approving and signing off any sections of the PIC's which require special inspections by such Special Inspectors as required by the DSA approved Construction Documents including, but not limited to, the following sections:

- (A) Initial Site Work;
- (B) Foundation;
- (C) Vertical Framing;

- (D) Horizontal Framing;
- (E) Appurtenances;
- (F) Non-Building Site Structures;
- (G) Finish Site Work;
- (H) Other Work; or
- (I) Final.

(vii) The INSPECTOR shall obtain the original PIC's for the in-plant construction of any relocatable building being placed on the PROJECT site as part of the PROJECT at the time such relocatable building is delivered to the PROJECT site. The INSPECTOR shall post such PIC's in the INSPECTOR's Project File and with the DSA. The INSPECTOR shall also provide the DISTRICT and the Project Architect/Engineer with copies of the PIC's from the in-plant construction of the relocatable buildings that were prepared by the in-plant project inspector.

(viii) The INSPECTOR shall immediately notify the DSA Regional Office with construction oversight authority over the PROJECT, by phone and electronically, if applicable blocks/sections of any PIC have not been signed off by the INSPECTOR and the Contractor on the PROJECT is proceeding with construction activities that are covering the unapproved work.

(e) Testing and Special Inspections.

(i) The INSPECTOR shall obtain a copy of the DSA approved Statement of Structural Tests and Special Inspections (Form DSA 103) from the Project Architect/Engineer prior to the commencement of construction and maintain a copy of the approved DSA 103 form in the INSPECTOR's Project File for the duration of the PROJECT. The INSPECTOR shall thoroughly review and evaluate the approved Form DSA 103 for the PROJECT and be familiar with the required testing and special inspections program required by the DSA approved Construction Documents.

(ii) The INSPECTOR shall meet with the Project Architect/Engineer, DISTRICT and Contractor as needed throughout the completion of the PROJECT to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.

(iii) The INSPECTOR shall meet with the Laboratory of Record and all Special Inspectors that are not employed by the Laboratory of Record to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents. The INSPECTOR shall ensure that the Laboratory of Record and all Special Inspectors obtain copies of the DSA approved Construction Documents and a copy of the approved Statement of Structural Tests and Special Inspections (Form DSA 103) prior to the commencement of construction on the PROJECT.

(iv) The INSPECTOR shall verify that each laboratory providing materials/structural testing is approved by the DSA to provide the services being performed by such laboratory in connection with the completion of the PROJECT. The INSPECTOR shall verify that all Special Inspectors employed by the Laboratory of Record are performing under the supervision of the Engineering

Manager of the Laboratory of Record. The INSPECTOR shall verify the current certification of all Special Inspectors working on the PROJECT who are not employed by the Laboratory of Record prior to the commencement of any construction work that requires special inspection as required by the DSA approved Construction Documents.

(v) INSPECTOR shall monitor the work of the Laboratory of Record and all Special Inspectors who are not employed by the Laboratory of Record to ensure that all testing and special inspections required for the completion of the PROJECT are performed timely and satisfactorily. The INSPECTOR shall verify that all necessary tests and special inspections are completed and that all necessary reports are collected by the INSPECTOR and posted in the INSPECTOR's Project File and posted electronically with the DSA prior to the start of the construction work requiring such test and/or special inspections and prior to the INSPECTOR signing off or otherwise approving any block/section of a PIC that requires testing and/or special inspection according to the DSA approved Construction Documents.

(vi) Copies of all daily inspection reports, special daily inspection reports, Interim Verified Reports, Verified Reports and any other reports related to the testing and special inspections performed on the PROJECT, pursuant to the DSA approved Construction Documents, shall be maintained and posted in the INSPECTOR's Project File throughout the duration of the PROJECT. All testing and special inspection related reports obtained by the INSPECTOR pursuant to this Section (C)(2)(e) shall also be posted electronically with the DSA.

(f) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations. See also sample of semimonthly report in Appendix of Title 24 of the California Code of Regulations.

(g) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT. Such reports shall include, but not be limited to, the following information:

- (i) Activities performed by the Contractors, and areas where work is performed with relation to the plans and specifications.
- (ii) Manpower assigned to the Contractor and subcontractor(s), including the number of individuals in each trade of work being performed.
- (iii) Weather conditions.
- (iv) Equipment and materials delivered to the site.
- (v) Construction equipment and vehicles utilized on PROJECT.
- (vi) Nature and location of the work being performed (starting and completion dates for various portions of the work).

- (vii) Verbal communication and clarifications of the work given to the Contractor awarded the PROJECT.
 - (viii) Inspection by representatives of regulatory agencies.
 - (ix) Occurrences or conditions that might affect Contract Sum or Contract Time.
 - (x) Visitors to the site, titles, and employers of visitors, and reasons for visit.
 - (xi) INSPECTOR's record journal to include "Pertinent Calls" relating to conflicting issues regarding changes to documents, i.e., plans, specifications, change orders and job conditions affecting the interests of the DISTRICT.
 - (xii) Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
 - (xiii) Times of day INSPECTOR was present on site.
- (h) Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect:
- (i) When work is started on the PROJECT.
 - (ii) At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
 - (iii) At least 48 hours in advance of the first pour of concrete.
 - (iv) When work is suspended for a period of more than two weeks.
- (i) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:
- (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
 - (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
 - (iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT. At the end of each individual PROJECT, the INSPECTOR shall provide to the

DISTRICT with all PROJECT documentation in a professional format, both in binders and on a computer CD.

A complete and accurate copy of all records kept or created by the INSPECTOR arising under or connected in any way to the PROJECT shall be furnished by the INSPECTOR to the DISTRICT immediately upon written demand by the DISTRICT.

- (j) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

- (k) Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.

- (l) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect or registered engineer, to the school board, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(D) Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- (1) Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, in no event shall such policy limit be less than \$1,000,000.00.
- (2) Comprehensive general liability insurance with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000.00) for bodily injury and property damage liability per occurrence, including:

- a. Owned, non-owned and hired vehicles at cash value;

- b. Blanket contractual;
- c. Broad form property damage;
- d. Products/completed operations; and
- e. Personal injury.

(3) Not used.

(4) Each policy of insurance required in Section D(2) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(E) The DISTRICT agrees to pay the INSPECTOR for hours actually expended in performing the work in accordance with the hourly rate schedule information set forth in EXHIBIT "A". This AGREEMENT is based on estimated Time and Material expense. In no event shall the total payment to INSPECTOR under this AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **Twenty-Nine Thousand Three Hundred Twenty-Five and 00/100 Dollars (\$29,325.00)**, inclusive of all Reimbursable Expenses, for all services performed and expenses incurred pursuant to this AGREEMENT for the completion of the PROJECT(S).

(F) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day, based on the needs of the project, to the inspection of the Center High School New Campus Entry Plaza project (hereinafter referred to as the "PROJECT(S)").

(G) Termination. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

(1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the

termination, including increased inspection and replacement inspector costs shall be deducted from payments to the INSPECTOR.

- (2) In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (G)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.
 - (3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.
 - (4) In the event the INSPECTOR is terminated, with or without cause, the INSPECTOR shall personally provide all the original PIC's prepared or obtained by the INSPECTOR in connection with the PROJECT to the assuming DSA inspector or the DSA as directed by the DISTRICT. All original PIC's must be provided to the DSA assuming inspector or the DSA, as applicable, within 48 hours of the effective date of the INSPECTOR's termination. Under no circumstances shall the INSPECTOR withhold any original PIC's related to the PROJECT upon the INSPECTOR's termination. The INSPECTOR shall be responsible for any delays on the PROJECT that arise out of the INSPECTOR's failure to provide the original PIC's to the assuming DSA inspector or the DSA as directed by the DISTRICT in accordance with this section. Upon the effective date of the INSPECTOR's termination, the INSPECTOR shall provide copies of all current PIC's in the INSPECTOR's Project File to the DISTRICT along with all other documents detailed in Section (C)(2)(c) of this AGREEMENT.
 - (5) In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.
 - (6) THE DISTRICT AND INSPECTOR UNDERSTAND AND AGREE THAT SECTION (G) OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMINATION PROVISION THAT IS ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.
- (H) Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:
- (1) Workers' Compensation and Employers' Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the INSPECTOR's

employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and

- (2) General Liability. Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR related to, founded upon or in connection with this AGREEMENT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;

- (3) Not used.

- (4) Business Automobile Liability. Liability for bodily injury or property damage claims arising out of the use of owned, hired, or non-owned automobiles operated by the INSPECTOR, its officers, agents, employees or anyone employed by the INSPECTOR, in connection with work performed under this AGREEMENT.

- (5) INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, the State of California, or their officers, agents or employees in connection with or in any manner arising out of INSPECTOR's performance of services contemplated by this Agreement or injuries identified herein Section (H) and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

- (6) THE PARTIES UNDERSTAND AND AGREE THAT SECTION (H) OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT OR OTHERWISE INCLUDED IN THE INSPECTOR'S TERMS AND CONDITIONS SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

- (7) ANY ATTEMPT TO LIMIT THE INSPECTOR'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE INSPECTOR.

(I) Independent Contractor. INSPECTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. The INSPECTOR understands and agrees that INSPECTOR and all of INSPECTOR's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The INSPECTOR assumes the full responsibility for the acts and/or omissions of the INSPECTOR's employees or agents as they relate to the services to be provided under this AGREEMENT. The INSPECTOR shall assume full responsibility for payment of all prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective INSPECTOR's employees. INSPECTOR shall fully defend and indemnify the DISTRICT from any claims, damages or any liability arising from or related to

DISTRICT or its subcontractors' failure to comply with any applicable prevailing wage laws and requirements.

(J) Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(K) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(L) This AGREEMENT shall be governed by the laws of the State of California.

(M) Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and INSPECTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the INSPECTOR.

(N) THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE INSPECTOR. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS EXHIBIT "A" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO SUCH BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE INSPECTOR SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE INSPECTOR MAY BE INCORPORATED INTO THIS AGREEMENT AS EXHIBIT "A" BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE INSPECTOR'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

(O) Time is of the essence with respect to all provisions of this AGREEMENT.

(P) Education Code Section 45125.1: During the entire term of this AGREEMENT, INSPECTOR shall fully comply with the provision of Education Code sections 45125.1 (Fingerprinting Requirements), when it is determined that the INSPECTOR or subcontractor will have contact with pupils in the performance of services under this AGREEMENT. See EXHIBIT "B" attached.

(Q) This AGREEMENT will be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguities with respect to, any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity be construed or resolved against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and

agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

(R) If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

(S) All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by this reference as though fully set forth in each instance in the text hereof unless otherwise excluded by this AGREEMENT.

(T) This AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

(U) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of the INSPECTOR's interests set forth herein without the DISTRICT's written approval shall be void and shall be given no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without the prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(V) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(W) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

INSPECTOR:

MHL Enterprises

By:

DK Dooley
DENNIS K DOOLEY


DISTRICT:

Center Joint Unified School District

By:

APPROVED AS TO FORM:

Atkinson, Andelson, Loya, Ruud & Romo

A handwritten signature in blue ink, appearing to read 'David A. Soldani', is written over a horizontal line.

David A. Soldani, Esq.

Attorney for Center Joint Unified School District

EXHIBIT "A"

Schedule of Hourly Rates

INSPECTOR	HOURLY
PROJECT INSPECTOR STANDARD WORK WEEK (40 hours/week Monday-Friday, non-holiday)	\$85.00
PROJECT INSPECTOR OVERTIME RATES (First 4 daily overtime hours, Monday-Friday, and the first 8 hours on Saturday)	\$85.00
PROJECT INSPECTOR SUNDAY/HOLIDAY OVERTIME RATE	\$85.00

These fees include all expenses related to inspecting the project, including cell phone usage, office supplies, vehicle related costs, inspection tools, code and reference books, general and liability insurance premiums, and all other business related costs.

EXHIBIT "B"

INSPECTOR'S CERTIFICATION REGARDING BACKGROUND CHECKS

Pursuant to Education Code Section 45125.1, INSPECTOR will submit the names of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, to allow the District to send these individuals to a Live Scan facility for fingerprinting and conduct the required DOJ criminal background check. I understand that no person will perform services on any District site until I have been notified of receipt of clearance from DOJ regarding those persons named.

As required by Education Code 45125.1, attached hereto (below) a list of names of the employees or agents of INSPECTOR who will be providing services to Center Joint Unified School District and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify the Center Joint Unified School District of any addition/deletions as they occur.

[INSERT LIST OF NAMES]

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

Date 03 May, 2018


[INSPECTOR]

DENNIS K DOOLEY

By its: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 7

Assist. Supt. Initials: CD

SUBJECT: Contract with Terracon Consultants, Inc. for Materials Testing and Special Inspection Services for the Basketball Court Replacement Project at Spinelli Elementary School

The Facilities and Operations Department would like to enter into a contract with Terracon Consultants, Inc. to provide construction materials testing and special inspection services for the basketball court replacement project at Spinelli Elementary.

The contract price is TWO THOUSAND SEVEN HUNDRED FIFTY (\$2,750.00).

RECOMMENDATION: That the Board of Trustees approves the contract with Terracon Consultants, Inc. to provide construction materials and testing services for the basketball court replacement project at Spinelli Elementary.

CONSENT AGENDA

April 16, 2018



Center Joint Unified School District
8408 Watt Avenue
Antelope, California 95843

Attn: Mr. Scott Loehr / Superintendent
P: (916) 338-6400
E: superintendent@centerusd.org

**Re: Proposal for Construction Materials Testing & Special Inspection Services
Spinelli Elementary School – Basketball Court Replacement
3401 Scotland Drive
Antelope, California 95843
Terracon Proposal No. PNB181060**

Dear Mr. Loehr:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to present this proposal for providing Construction Materials Testing & Special Inspection Services for the referenced project. This proposal includes an outline of the project information, the proposed scope of services, and our proposed unit rates for our services. We appreciate the opportunity and look forward to working with you on this and future projects.

A. PROJECT INFORMATION

It is our understanding that the proposed project will consist of replacement of the existing basketball courts at the existing Spinelli Elementary School located at 3401 Scotland Drive in Antelope, California 95843.

Our proposal is strictly limited to performing testing and observation services. It does not include any assessment of the suitability of below grade soils to support the proposed development. Consequently, evaluating bearing capacity, settlement, or the potential for heave or other foundation movement is not part of our services. If such services are needed, we should be notified.



Terracon Consultants, Inc.

50 Goldenland Court, Suite 100

Sacramento, CA 95834

P (916) 928-4690

F (916) 928-4697

terracon.com

Geotechnical



Environmental



Construction Materials



Facilities

Our preparation of this proposal is based on the following items:

- Review of project Architectural Drawings, 'Center Joint Unified School District – Fencing Upgrade', prepared by Nacht & Lewis dated 03/05/2018 (Job No. Y1720.00, Sheet A1.0).

B. SCOPE OF SERVICES

Terracon will provide construction materials and testing services as needed throughout the project, on an as-requested basis. Our understanding of the required construction materials services for this project is based on information provided. The general services estimated to be provided by Terracon on this project include the following:

- Field Density Testing;
- Asphalt placement observation and testing;
- Laboratory testing of soil and aggregates;
- Project administration, engineering review, and reporting.

Our services will be provided on an as-scheduled basis. Services must be scheduled a minimum 24 hours in advance. These services are provided to give the owner a greater degree of confidence in the work being constructed; however, these services in no way relieve the various contractors from their responsibility for properly constructing work.

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the project. Testing and observations will only determine compliance with project plans and specifications at the test locations, at the time our services are performed.

C. COMPENSATION

The fee for our services, including all field work, laboratory testing, engineering analyses and report preparation will be based upon the unit costs prepared for this project as shown in the following table. The time required for construction materials testing on the project will be directly related to the schedule and performance of the various contractors on the site and how many trips are made to the site. As a result, total fees for the construction materials services will be based upon the applicable unit rates. Based on these rates, information provided, and noted assumptions, we recommend an allowance of **\$2,750** for the proposed services on this project.

<u>Service</u>	<u>Hours/Units</u>		<u>Rate</u>		<u>Fee</u>
<u>Soils</u>					
Soil Inspector w/ Nuc Gauge	16	hours	\$ 95.00	/hour	\$ 1,520.00
Trip Charge	3	each	\$ 20.00	/each	\$ 60.00
PM/PE Review/Admin Support	3	reports	\$ 90.00	/report	\$ 270.00
Estimated Soils Total					\$ 1,850.00
<u>Laboratory Services</u>					
Proctor Mod Effort 4 in D1557	1	each	\$ 190.00	/each	\$ 190.00
Proctor Mod Effort 6 in D1557	1	each	\$ 200.00	/each	\$ 200.00
Estimated Lab Total					\$ 390.00
<u>Project Management</u>					
Project Manager	1	hours	\$ 160.00	hour	\$ 160.00
DSA Affidavid	1	each	\$ 350.00	/each	\$ 350.00
Estimated Management Total					\$ 510.00
Estimated Grand Total					\$ 2,750.00

The scope of services is based upon our understanding of the project from a review of the project plans provided to us, and our experience with similar projects. The total fee could vary depending on the actual construction schedule and number of trips made to the project site. Once a construction schedule is available for our review, we would be happy to revisit the above cost estimate.

Work performed in addition to the anticipated items will be billed in accordance with Terracon's standard fee schedule. Requirements relative to invoicing must be provided prior to the start of work so that payments to Terracon can be made in the appropriate time frames discussed below.

Time will be charged in 4 and 8 hour increments with a 4-hour minimum for field inspections and observation and shall be billed from portal to portal. Weekends and holidays will be charged in 4 and 8 hour increments. Overtime and double time, if any, will be applied per California Labor law.

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the structure.

The following assumptions were used in preparing this proposal:

- Our fees for trips to the site will be charged portal to portal;
- The above rates include CA prevailing wage;
- We have assumed that contractors on the site will work a single shift 5-day per week schedule;
- This project is located approximately 12 miles from our office and laboratory. Average drive time is 30 minutes each way.
- A preliminary construction schedule was not reviewed in the preparation of this proposal. The durations estimated in this proposal are only based on our review of the drawings and provided and should be verified by the construction team;
- An out-of-scope charge of \$95/hour will be applied for all stand-by time and/or time spent on activities which were not cancelled with prior timely notice (within 8 working hours of requested field inspection);
- Staff time, laboratory testing and extra trips required for re-testing and/or re-inspection will be marked on the monthly invoices and be considered out-of-scope items;
- All work performed during weekends and holidays or in excess of 8 hours per day will be billed at 1.5 times the applicable hourly billing rates;
- **Inspection may be scheduled by calling our dispatch line at (209) 263-0593 or sending an email to noa-scheduling@terracon.com (please cc ryan.king@terracon.com as well). This goes to our scheduler who will confirm the inspection. Our scheduler will need the project info/location, type of inspection to be performed, start time, duration, and other job-specific information such as special PPE requirements. Inspection requests should be emailed/called in at least 24 hours prior to the inspection or by 12:00pm the day before the inspection is needed, whichever is earlier;**
- Terracon's services specifically exclude job site safety responsibility;
- Our services do not relieve any contractor/subcontractor from complying with project plans and specifications; and,
- Invoices for the project will be submitted on a monthly basis.

Proposal for Construction Materials Testing Services
 Spinelli Basketball Court Replacement ■ Antelope, California
 April 16, 2018 ■ Proposal No. PNB181060

Terracon

D. AUTHORIZATION


This proposal may be accepted by returning an executed copy of the attached Agreement for Services along with this proposal to Terracon Consultants, Inc. You may expedite by emailing it to ryan.king@terracon.com. Please be aware that we will be unable to distribute field and laboratory reports until a signed contract is received. This proposal is valid only if authorized within sixty days from the listed proposal date.

Terracon provides environmental, geotechnical, construction materials testing, and facilities services on a wide variety of projects; locally, regionally and nationally. Increased involvement by Terracon will provide value added to your project; by saving you time and money on our other services, for more detailed information on our services visit our website at www.terracon.com. Please contact me if you would like a separate proposal for additional services.

We appreciate your consideration of Terracon for this work, and look forward to working as your materials engineering consultant on this and future projects.

Sincerely,
Terracon Consultants, Inc.


 Ryan R. King, P.E.
 Department Manager | Senior Associate


 Robert E. Holmer, G.E.
 Office Manager | Principal

Attached: Agreement for Services

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Center Joint Unified School District ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Spinelli Elementary School - Basketball Court Replacement project ("Project"), as described in Consultant's Proposal dated 04/16/2018 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii)

commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: Terracon Consultants, Inc.
 By: [Signature] Date: 4/25/2018
 Name/Title: Ryan R. King / Department Manager
 Address: 50 Golden Land Ct Ste 100
Sacramento, CA 95834-2425
 Phone: (916) 928-4690 Fax: (916) 928-4697
 Email: Ryan.King@terracon.com

Client: Center Joint Unified School District
 By: _____ Date: _____
 Name/Title: Scott Loehr / Superintendent
 Address: 8408 Watt Avenue
Antelope, CA 95843
 Phone: (916) 338-6400 Fax: _____
 Email: superintendent@centerusd.org

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 18

Assist. Supt. Initials: CD

SUBJECT: Contract with Terracon Consultants, Inc. for Specialized Inspection and Testing Services for Center High School New Entry Plaza Project

The Facilities and Operations Department would like to enter into a contract with Terracon Consultants, Inc. to provide specialized inspection and testing services for Center High School New Entry Plaza Project.

The contract price is TWENTY-TWO THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS (\$22,375.00).

RECOMMENDATION: That the Board of Trustees approves the contract with Terracon Consultants, Inc. to provide specialized inspection and testing services for Center High School New Entry Plaza Project.

CONSENT AGENDA

CONSULTANT SERVICES AGREEMENT

(SPECIAL INSPECTION AND/OR TESTING SERVICES)

This AGREEMENT is made and entered into this 17th day of May in the year **2018** ("EFFECTIVE DATE"), by and between the **Center Joint Unified School District**, hereinafter referred to as (the "DISTRICT"), and **Terracon Consultants, Inc.**, hereinafter referred to as "CONSULTANT". The DISTRICT and the CONSULTANT are sometimes referred to herein singularly as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, the DISTRICT requires specialized inspection and/or testing services for **Center High School New Entry Plaza Project** located within the DISTRICT (hereinafter referred to as the "PROJECT");

WHEREAS, CONSULTANT shall at all times be qualified and approved by the Division of the State Architect ("DSA") and shall at all times maintain proper qualifications, to perform the duties of and act as a testing laboratory and/or special inspector on school building construction projects and to perform the services required by this AGREEMENT; and

WHEREAS, CONSULTANT has indicated its willingness and commitment to provide its specialized testing and inspection services to the DISTRICT on the terms hereinafter set forth in this AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree as follows:

ARTICLE I

SCOPE AND SERVICES TO BE PROVIDED BY CONSULTANT

1. Services to be Provided by the CONSULTANT. The CONSULTANT shall provide to the DISTRICT on the terms set forth herein all the special inspection and/or testing services necessary to complete the PROJECT as required by the DSA approved Construction Documents and this AGREEMENT. The CONSULTANT's basic services shall include those services set forth in this AGREEMENT as well as those services articulated in the CONSULTANT's proposal which shall be attached hereto and incorporated herein as **EXHIBIT "A"** (the CONSULTANT's "PROPOSAL"). In the event of a discrepancy, inconsistency, conflict or other difference between the terms of the CONSULTANT's PROPOSAL with this AGREEMENT, the PARTIES agree that the terms of this AGREEMENT shall govern and be controlling.

2. CONSULTANT's Certifications, Representations and Warranties. CONSULTANT makes the following certifications, representations, and warranties for the benefit of the DISTRICT and CONSULTANT acknowledges and agrees that the DISTRICT, in deciding to engage CONSULTANT pursuant to this AGREEMENT, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this AGREEMENT and the course of CONSULTANT's engagement hereunder:

a. CONSULTANT is qualified in all respects to provide to the DISTRICT all of the services contemplated by this AGREEMENT and, to the extent required by any applicable laws, CONSULTANT has all such licenses and/or governmental approvals as would be required to carry out and perform, for the benefit of the DISTRICT, such services as are called for hereunder.

b. CONSULTANT, in providing the services and in otherwise carrying out its obligations to the DISTRICT under this AGREEMENT, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including worker's compensation and equal protection and non-discrimination laws.

c. If applicable, CONSULTANT shall be properly registered with the Department of Industrial Relations and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this AGREEMENT.

ARTICLE II

CONSULTANT'S SERVICES AND RESPONSIBILITIES

1. The CONSULTANT shall perform all special inspections and testing services in conformance with the PROJECT's DSA approved Construction Documents, applicable codes and code references. Any references to the DSA requirements, DSA forms, documents, manuals applicable to the PROJECT shall be deemed to include and incorporate any revisions or updates thereto.

2. The CONSULTANT shall obtain a copy of the Construction Documents that were approved by the DSA for the completion of the PROJECT including, but not limited to, the DSA approved Statement of Structural Tests and Special Inspections (Form DSA 103), from the Design Professional in General Responsible Charge of the PROJECT (the "Architect/Engineer") prior to the commencement of construction on the PROJECT and shall maintain a copy of the approved DSA 103 form in the CONSULTANT's Project File for the duration of the PROJECT. The CONSULTANT shall thoroughly review and evaluate the approved DSA 103 for the PROJECT and be familiar with the required testing and special inspections program required by the DSA approved Construction Documents.

3. The CONSULTANT shall meet with the Project Inspector, the Architect/Engineer, Structural Engineer and the DISTRICT as needed throughout the completion of the PROJECT to verify, acknowledge and coordinate the special inspection and testing program required by the DSA approved Construction Documents for the PROJECT and this AGREEMENT.

4. The CONSULTANT shall prepare and submit an Interim Verified Report to the DSA, and provide a copy of such report to the Project Inspector for each of the applicable sections of the Project Inspection Cards (Form DSA 152), that are required for the completion of the PROJECT, when such sections require special inspections and/or testing prior to the Project Inspector's approval and sign off.

5. The CONSULTANT shall submit a signed Verified Report to the DSA, and provide a copy of such report to the Project Inspector, the Architect/Engineer, the Structural Engineer and the DISTRICT upon any of the following events:

- a. Within fourteen (14) days of the completion of the CONSULTANT's special inspection and/or testing work;
- b. When work on the PROJECT is suspended for a period of more than one (1) month;
- c. When the services of the CONSULTANT are terminated for any reason prior to the completion of the PROJECT; and/or
- d. In the event the DSA requests a Verified Report.

6. If CONSULTANT's work involves the in-plant inspection of relocatable buildings that are being manufactured for placement on the PROJECT site, CONSULTANT shall obtain the Project Inspection Cards from the DSA or the Architect/Engineer, as applicable, that are needed for the in-plant inspection of such relocatable building(s). The CONSULTANT shall complete the Project Inspection Cards during the in-plant completion of the relocatable building(s) as required by Title 24, the DSA 152 Manual, PR 13-01 and this AGREEMENT. The Consultant must provide the original Project Inspection Cards that are used for the in-plant inspection of the PROJECT's relocatable buildings to the Project Inspector at the time such relocatable buildings are delivered to the PROJECT site.

7. The CONSULTANT shall work under the technical direction and supervision of the Project Inspector or the Architect/Engineer as applicable. The CONSULTANT shall keep the Project Inspector, the Architect/Engineer, the Structural Engineer and the DISTRICT informed of all special inspections, testing and/or PROJECT related activities being performed by the CONSULTANT in order to ensure that all testing and special inspections required for the completion of the PROJECT are performed timely and satisfactorily. The CONSULTANT shall keep the Project Inspector, Architect/Engineer, Structural Engineer and the DISTRICT thoroughly informed as to the progress of the work by submitting detailed daily reports, in writing, to the Project Inspector which outline the work inspected and/or tested. The CONSULTANT shall submit the detailed daily reports to the Project Inspector on the same day the inspections, testing and/or PROJECT related activities are performed and shall provide the Architect/Engineer, Structural Engineer and the DISTRICT with a copy of such reports. The CONSULTANT shall also submit daily special inspection reports in a timely manner to the Project Inspector so as not to delay the PROJECT. However, in no event shall the CONSULTANT submit a special inspection report to the Project Inspector later than fourteen (14) days from the date the special inspections are performed. The CONSULTANT shall provide a copy of each daily special inspection report to the Architect/Engineer, Structural Engineer and the DISTRICT on the day the original report is submitted to the Project Inspector.

8. In the event the CONSULTANT identifies construction and/or material deviations from the DSA approved Construction Documents in connection with the work being completed on the PROJECT, the CONSULTANT shall immediately issue a written report of such deviations

to the DSA. The CONSULTANT shall provide a copy of each report to the Project Inspector, Architect/Engineer, Structural Engineer and the DISTRICT on the day the original report is submitted to the DSA.

9. If applicable, the CONSULTANT and any subcontractors (of any tier) performing work pursuant to this AGREEMENT must comply with the Labor Code sections 1725.5 and 1771.1 and must be properly and currently registered with DIR and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of this AGREEMENT. CONSULTANT shall be solely responsible for ensuring compliance with Labor Code section 1725.5 as well as any requirements implemented by DIR applicable to its services or its subcontractors throughout the term of this AGREEMENT and in no event shall CONSULTANT be granted increased payment from the DISTRICT a result of CONSULTANT's efforts to maintain compliance with the Labor Code or any requirements implemented by the DIR. Failure to comply with these requirements shall be deemed a material breach of this AGREEMENT and grounds for termination for cause. If applicable, the CONSULTANT and all subcontractors shall furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least on a monthly basis (or more frequently if required by the DISTRICT or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

ARTICLE III **TERMINATION**

1. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of CONSULTANT; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the CONSULTANT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the CONSULTANT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings, reports and/or other documents whether delivered to the DISTRICT or in the possession of the CONSULTANT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement consultant costs shall be deducted from payments to the CONSULTANT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article III, Section 4 below, and CONSULTANT shall have no greater rights than it would

have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by CONSULTANT.

4. This AGREEMENT may only be terminated without cause by the DISTRICT upon fourteen (14) days written notice to the CONSULTANT. In the event of a termination without cause, the DISTRICT shall pay to the CONSULTANT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the CONSULTANT for Board approved extra services.

5. In the event the CONSULTANT is terminated, with or without cause, the CONSULTANT shall personally provide all the original Project Inspection Cards prepared or obtained by the CONSULTANT in connection with the PROJECT to the assuming DSA inspector or the DSA as directed by the DISTRICT. All original Project Inspection Cards must be provided to the DSA assuming inspector or the DSA, as applicable, within 48 hours of the effective date of the CONSULTANT's termination. Under no circumstances shall the CONSULTANT withhold any original Project Inspection Cards related to the PROJECT upon the CONSULTANT's termination. The CONSULTANT shall be responsible for any delays on the PROJECT that arise out of the CONSULTANT's failure to provide the original Project Inspection Cards to the assuming DSA inspector or the DSA as directed by the DISTRICT in accordance with this section. Upon the effective date of the CONSULTANT's termination, the CONSULTANT shall provide copies of all current Project Inspection Cards in the CONSULTANT's Project File to the DISTRICT along with any other DISTRICT PROPERTY as further described in Article IV below.

6. In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, CONSULTANT agrees to continue the work diligently to completion. If the dispute is not resolved, CONSULTANT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but CONSULTANT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before. The PARTIES may agree in writing to submit any dispute between the PARTIES to arbitration.

7. THE PARTIES UNDERSTAND AND AGREE THAT ARTICLE III OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMINATION PROVISION THAT IS ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

ARTICLE IV
REPORTS AND/OR OTHER DOCUMENTS

1. The Project Inspection Cards, reports and/or other documents that are prepared, reproduced, maintained and/or managed by the CONSULTANT or CONSULTANT's consultants in accordance with this AGREEMENT, shall be and remain the property of the DISTRICT (hereinafter the "PROPERTY"). The DISTRICT may provide the CONSULTANT with a written request for the return of its PROPERTY at any time. Upon CONSULTANT's receipt of the DISTRICT's written request, CONSULTANT shall return the requested PROPERTY to the DISTRICT within seven (7) calendar days.

ARTICLE V
ACCOUNTING RECORDS OF THE CONSULTANT

1. Records of the CONSULTANT's direct personnel and reimbursable expenses pertaining to any extra services provided by the CONSULTANT, which are in addition to those services already required by this AGREEMENT, and any records of accounts between the DISTRICT and CONSULTANT shall be kept on a generally recognized accounting basis and shall be available to the DISTRICT or DISTRICT's authorized representative at mutually convenient times.

ARTICLE VI
COMPENSATION TO THE CONSULTANT

1. The DISTRICT shall compensate the CONSULTANT as follows:
 - a. The DISTRICT agrees to pay the CONSULTANT in accordance with the fee, rate and/or price schedule information set forth in EXHIBIT "A", inclusive of reimbursable expenses, for performing the basic services required by this AGREEMENT subject to the limitations set forth herein this Article VI, Section 1(a). In no event shall the CONSULTANT's compensation exceed **TWENTY-TWO THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS (\$22,375)** for performing all the basic services detailed in Article II and EXHIBIT "A" without the prior written approval of the DISTRICT. CONSULTANT shall invoice costs monthly for the services provided pursuant to this AGREEMENT from the time the CONSULTANT begins work on the PROJECT. All costs must be supported by an invoice, receipt, or other acceptable documentation.
 - b. Invoices requesting payment for Additional Services performed in accordance with Article VII below must reflect the compensation approved by the DISTRICT and include a copy of the DISTRICT's written authorization. The DISTRICT's prior written authorization is an express condition precedent to any payment by the DISTRICT for Additional Services and no claim by the CONSULTANT for additional compensation related to Additional Services shall

be valid absent such prior written approval by the DISTRICT to proceed with such Additional Services as required by Article VII.

ARTICLE VII

ADDITIONAL CONSULTANT SERVICES

1. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's reasonable control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering any additional services. The DISTRICT may also require CONSULTANT to perform additional services which are, in the DISTRICT's discretion, necessary. Compensation for all additional services shall be negotiated and approved in writing by the DISTRICT before CONSULTANT performs such additional services. CONSULTANT shall not be entitled to any compensation for performing additional services that are not previously approved by the DISTRICT in writing.

ARTICLE VIII

MISCELLANEOUS

1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify, and hold DISTRICT entirely harmless from all liability to the extent arising out of:

a. Workers Compensation and Employers Liability: Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to CONSULTANT's employees or CONSULTANT's subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT; and

b. General Liability: Liability for damages caused by CONSULTANT'S negligence for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT upon or in connection with the PROJECT, except for liability resulting from the negligence, or willful misconduct of the DISTRICT, its officers or employees;

c. Professional Liability: Any loss, injury to or death of persons or damage to property caused by the negligence of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with any negligent performance of the CONSULTANT related to this AGREEMENT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the negligence, or willful misconduct of the DISTRICT, its officers, or employees.

d. The CONSULTANT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings, arising out of Article VIII, Sections 1(a) and (b) above, that may be brought or instituted against the DISTRICT, its officers, or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, or employees in any action, suit or other proceedings as a result thereof. With regard to the CONSULTANT's obligation to indemnify for acts of professional negligence as set forth in Article VIII, Section 1(c) above, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for reasonable attorney's fees and costs incurred by the DISTRICT in defending such actions or proceedings.

e. THE PARTIES UNDERSTAND AND AGREE THAT ARTICLE VIII, SECTION 1 OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

f. ANY ATTEMPT TO LIMIT THE CONSULTANT'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE CONSULTANT.

2. CONSULTANT shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The CONSULTANT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and TWO MILLION DOLLARS (\$2,000,000) annual aggregate and automobile liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and property damage liability, including coverage for the following:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;

4. Products/completed operations; and
5. Personal injury.

c. Professional liability insurance, including limited contractual liability, with limits of \$1,000,000, per claim, and annual aggregate. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts any portion of CONSULTANT's duties, CONSULTANT shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Each policy of insurance required in Article VIII, Section 2(b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

3. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that CONSULTANT and all of CONSULTANT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of CONSULTANT's employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of any applicable prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT's employees. CONSULTANT shall fully defend and indemnify the DISTRICT from any claims, damages or any liability arising from or related to CONSULTANT or its subcontractors' failure to comply with any applicable prevailing wage laws and requirements.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT.

5. The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. CONSULTANT shall not assign this AGREEMENT.

6. This AGREEMENT shall be governed by the laws of the State of California.

7. THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, MASTER AGREEMENT, TERMS FOR SERVICE OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE CONSULTANT. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS EXHIBIT "A" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO SUCH BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE CONSULTANT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE CONSULTANT MAY BE INCORPORATED INTO THIS AGREEMENT AS EXHIBIT "A" BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE CONSULTANT'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

8. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

9. Time is of the essence with respect to all provisions of this AGREEMENT.

10. If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

11. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by each reference as though fully set forth in each instance in the text hereof with the exception of those documents or provisions that are subject to the exclusions specifically set forth in this AGREEMENT.

12. In accordance with California Education Code Section 17604, this AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the DISTRICT duly passed and adopted.

13. This AGREEMENT shall be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity herein will be construed or resolved against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

14. This AGREEMENT may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this AGREEMENT.

15. CONSULTANT will perform its services using that degree of skill and care ordinarily exercised under similar conditions by members of CONSULTANT's profession practicing in the same or similar locality at the time of performance.

16. CONSULTANT shall not be responsible for: (i) construction means and methods, techniques, sequences, procedures, or safety precautions, and programs in connection with the Project; (ii) the failure of any third party not under contract to CONSULTANT, to fulfill their respective contractual responsibilities to the DISTRICT or to comply with federal, state, or local laws, regulations and codes; or (iii) procuring permits, certificates, and license required for any construction. CONSULTANT shall not have the authority to direct, control or stop construction of contractors' work.

17. Consequential Damages. Neither party shall be liable to the other for loss of profits or revenue, loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive, or exemplary damages.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

CONSULTANT:

Terracon Consultants, Inc.

By: 

Ryan R. King
Department Manager

DISTRICT:

Center Joint Unified School District

By: _____

Mr. Scott Loehr
Superintendent

APPROVED AS TO FORM:

~~Atkinson, Andelson, Loya, Ruud & Romo~~



David A. Soldani, Esq.
Attorneys for Center Joint Unified School District

EXHIBIT "A"



March 22, 2018



Center Joint Unified School District
8408 Watt Avenue
Antelope, California 95843

Attn: Mr. Craig Deason
P: (916) 338-7580
E: cdeason@centerusd.org

Re: Proposal for Construction Materials Testing & Special Inspection Services
Center High School— New Entry Plaza
3111 Center Court Lane
Antelope, California 95843
Terracon Proposal No. PNB181039

Dear Mr. Craig Deason:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to present this proposal for providing Construction Materials Testing & Special Inspection Services for the referenced project. This proposal includes an outline of the project information, the proposed scope of services, and our proposed unit rates for our services. We appreciate the opportunity and look forward to working with you on this and future projects.

A. PROJECT INFORMATION

It is our understanding that the proposed project will consist of exterior site improvements, including but not limited to, new concrete walks, curbs and benches, along with new masonry columns with steel arches at the existing Center High School located at 3111 Center Court Lane in Antelope, California 95843.

Required special inspections for this project were indicated on DSA-103, Statement of Structural Tests and Special Inspections (DSA File No. 34-H9, Application No. 02-116405, dated 03/13/2018), along with Inspection Notes on Sheet S0.1, General Notes and Details. Our proposal is strictly limited to performing testing and observation services. It does not include any assessment of the suitability of below grade soils to support the proposed development. Consequently, evaluating bearing capacity, settlement, or the potential for heave or other foundation movement is not part of our services. If such services are needed, we should be notified.



Terracon Consultants, Inc.

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terracon.com

Geotechnical

Environmental

Construction Materials

Facilities

Center Unified School District
Center High School New Entry Plaza Project
Special Inspection and/or Testing Services Agreement
Terracon Consultants, Inc.

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Our preparation of this proposal is based on the following items:

- Review of project Structural Drawings, 'Center High School – New Campus Entry Plaza', prepared by Barrish Pelham Consulting Engineers, Inc. dated 03/13/2018 (Job No. Y1751.00, DSA Stamped 03/13/2018).
- Review of project Civil Drawings, 'Center High School – New Campus Entry Plaza', prepared by Warren Consulting Engineers, Inc. dated 03/13/2018 (Job No. Y1751.00, DSA Stamped 03/13/2018).
- DSA-103 Statement of Structural Tests and Special Inspections signed by Gregory Richards, SE (DSA Application No. 02-116405 dated 03/13/2018).

B. SCOPE OF SERVICES

Terracon will provide construction materials and testing services as needed throughout the project, on an as-requested basis. Our understanding of the required construction materials services for this project is based on information provided. The general services estimated to be provided by Terracon on this project include the following:

- Field Density Testing;
- Reinforcement placement inspection;
- Concrete placement observation and testing;
- DSA Structural Masonry Inspections & testing which require continuous inspections;
- Structural Welding for both Field and Shop;
- Laboratory testing of soil, aggregates, grout and concrete;
- Project administration, engineering review, and reporting.

Our services will be provided on an as-scheduled basis. Services must be scheduled a minimum 24 hours in advance. These services are provided to give the owner a greater degree of confidence in the work being constructed; however, these services in no way relieve the various contractors from their responsibility for properly constructing work.

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the project. Testing and observations will only determine compliance with project plans and specifications at the test locations, at the time our services are performed.

C. COMPENSATION

The fee for our services, including all field work, laboratory testing, engineering analyses and report preparation will be based upon the unit costs prepared for this project as shown in the following table. The time required for construction materials testing on the project will be directly related to the schedule and performance of the various contractors on the site and how many trips are made to the site. As a result, total fees for the construction materials services will be based upon the applicable unit rates. Based on these rates, information provided, and noted assumptions, we recommend an allowance of \$22,375 for the proposed services on this project.

<u>Service</u>	<u>Hours/Units</u>		<u>Rate</u>		<u>Fee</u>
<u>Soils</u>					
Soil Inspector w/ Nuc Gauge	12	hours	\$ 95.00	/hour	\$ 1,140.00
Trip Charge	3	each	\$ 20.00	/each	\$ 60.00
PM/PE Review/Admin Support	3	reports	\$ 90.00	/report	\$ 270.00
Estimated Soils Total					\$ 1,470.00
<u>Masonry</u>					
OSA Masonry Inspection	80	hours	\$ 110.00	/hour	\$ 8,800.00
Trip Charge	10	each	\$ 20.00	/each	\$ 200.00
PM/PE Review/Admin Support	10	reports	\$ 90.00	/report	\$ 900.00
Cylinder Sample Pickup*	4	hours	\$ 90.00	/hour	\$ 360.00
Estimated Masonry Total					\$ 10,260.00
<u>Structural Steel</u>					
Certified Field Welding Inspector	16	hours	\$ 95.00	/hour	\$ 1,520.00
Certified Shop Welding Inspector	16	hours	\$ 95.00	/hour	\$ 1,520.00
Trip Charge	4	each	\$ 20.00	/each	\$ 80.00
PM/PE Review/Admin Support	4	reports	\$ 90.00	/report	\$ 360.00
Estimated SS Total					\$ 3,480.00
<u>Concrete & Reinforcing</u>					
Concrete Batch Plant Insp.	4	hours	\$ 95.00	/hour	\$ 380.00
Concrete Inspection	20	hours	\$ 95.00	/hour	\$ 1,900.00
Rebar Sample & Tag	8	hours	\$ 95.00	/hour	\$ 760.00
Trip Charge	8	each	\$ 20.00	/each	\$ 160.00
PM/PE Review/Admin Support	6	reports	\$ 90.00	/report	\$ 540.00
Cylinder Sample Pickup*	4	hours	\$ 95.00	/hour	\$ 380.00
Estimated Conc./Reinf. Total					\$ 4,120.00

*If Inspector is onsite sample pickups will not be charged.

Laboratory Services				
Compression Test 2x2 Cubes	9	each	\$ 25.00 /each	\$ 225.00
Compression Groud Test	12	each	\$ 50.00 /each	\$ 600.00
Compression Test Concrete	20	each	\$ 25.00 /each	\$ 500.00
Proctor Mod Effort 4 in D1557	1	each	\$ 190.00 /each	\$ 190.00
Proctor Mod Effort 6 in D1557	1	each	\$ 200.00 /each	\$ 200.00
Reinf Steel Tens&bend < 6	2	each	\$ 230.00 /each	\$ 460.00
Concrete Mix Design	1	each	\$ 200.00 /each	\$ 200.00
Estimated Lab Total				\$ 2,375.00
Project Management				
Project Manager	2	hours	\$ 160.00 /hour	\$ 320.00
DSA Aidavid	1	each	\$ 350.00 /each	\$ 350.00
Estimated Management Total				\$ 670.00
Estimated Grand Total				\$ 22,375.00

The scope of services is based upon our understanding of the project from a review of the project plans provided to us, and our experience with similar projects. The total fee could vary depending on the actual construction schedule and number of trips made to the project site. Once a construction schedule is available for our review, we would be happy to revisit the above cost estimate. We have assumed shop fabrication will take place within an hour from our nearest Terracon Office.

Work performed in addition to the anticipated items will be billed in accordance with Terracon's standard fee schedule. Requirements relative to invoicing must be provided prior to the start of work so that payments to Terracon can be made in the appropriate time frames discussed below.

Time will be charged in 4 and 8 hour increments with a 4-hour minimum for field inspections and observation and shall be billed from portal to portal. Weekends and holidays will be charged in 4 and 8 hour increments. Overtime and double time, if any, will be applied per California Labor law.

Terracon can only provide the services discussed herein when properly scheduled. Our services will be provided only at the specific starting times scheduled by the contractor. Failure on the contractor's part to notify Terracon of the construction activities which require our involvement could jeopardize our ability to provide the necessary materials testing certification upon completion of the structure.

The following assumptions were used in preparing this proposal:

- Our fees for trips to the site will be charged portal to portal;
- The above rates include CA prevailing wage;
- We have assumed that contractors on the site will work a single shift 5-day per week schedule;
- This project is located approximately 13 miles from our office and laboratory. Average drive time is 30 minutes each way.
- A preliminary construction schedule was not reviewed in the preparation of this proposal. The durations estimated in this proposal are only based on our review of the drawings and provided and should be verified by the construction team;
- An out-of-scope charge of \$85/hour will be applied for all stand-by time and/or time spent on activities which were not cancelled with prior timely notice (within 8 working hours of requested field inspection);
- Staff time, laboratory testing and extra trips required for re-testing and/or re-inspection will be marked on the monthly invoices and be considered out-of-scope items;
- All work performed during weekends and holidays or in excess of 8 hours per day will be billed at 1.5 times the applicable hourly billing rates;
- Inspection may be scheduled by calling our dispatch line at (209) 263-0593 or sending an email to noa-scheduling@terracon.com (please cc ryan.king@terracon.com as well). This goes to our scheduler who will confirm the inspection. Our scheduler will need the project info/location, type of inspection to be performed, start time, duration, and other job-specific information such as special PPE requirements. Inspection requests should be emailed/called in at least 24 hours prior to the inspection or by 12:00pm the day before the inspection is needed, whichever is earlier;
- Terracon's services specifically exclude job site safety responsibility;
- Our services do not relieve any contractor/subcontractor from complying with project plans and specifications; and,
- Invoices for the project will be submitted on a monthly basis.

D. AUTHORIZATION

This proposal may be accepted by returning an executed copy of the attached Agreement for Services along with this proposal to Terracon Consultants, Inc. You may expedite by emailing it to ryan.king@terracon.com. Please be aware that we will be unable to distribute field and laboratory reports until a signed contract is received. This proposal is valid only if authorized within sixty days from the listed proposal date.

Terracon provides environmental, geotechnical, construction materials testing, and facilities services on a wide variety of projects; locally, regionally and nationally. Increased involvement by Terracon will provide value added to your project; by saving you time and money on our other services, for more detailed information on our services visit our website at www.terracon.com. Please contact me if you would like a separate proposal for additional services.

We appreciate your consideration of Terracon for this work, and look forward to working as your materials engineering consultant on this and future projects.

Sincerely,
Terracon Consultants, Inc.



Ryan R. King, P.E.
Department Manager | Senior Associate



Robert E. Holmer, G.E.
Office Manager | Principal

Attached: Agreement for Services

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 22

Assist. Supt. Initials: CD

SUBJECT: Contract with Rua & Son Mechanical to Install New Single Ply Roof Systems on the Gym, Kitchen Well, and Dance Room at Center High School

The Facilities and Operations Department would like to enter into a contract with Rua & Son Mechanical to install new 60 mil TPO single ply roof systems on the Gym, Kitchen Well, and Dance Room at Center High School.

The contract price is FORTY-THREE THOUSAND ONE HUNDRED NINE DOLLARS (\$43,109.00).

RECOMMENDATION: That the Board of Trustees approves the contract with Rua & Son Mechanical for the new roofs on the Gym, Kitchen Well, and Dance Room at Center High School.

CONSENT AGENDA

AGREEMENT FORM

THIS AGREEMENT ("Agreement" or "Contract"), entered into this 4th day of May, 2018 in the County of Sacramento of the State of California, by and between the Center Joint Unified School District, hereinafter called the "Owner" or the "District", and Rua and Son Mechanical Inc., hereinafter called the "Contractor".

WITNESSETH that the Owner and the Contractor for the consideration stated herein agree as follows:

ARTICLE 1 - SCOPE OF WORK: See specific scope of work in Attachment B. The Contractor shall furnish all labor, materials, equipment, tools, and utility and transportation services, and perform and complete all work required in connection with CHS Gym and Kitchen Well / Dance Room Roof Replacement ("Project") in strict accordance with the Contract Documents enumerated in Article 9 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by an act or omission of the Architect, Engineer, Inspector, Division of the State Architect (DSA), or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the Contract Documents and the Contractor protests, in accordance with the Contract Documents, that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District office within seven (7) days of the date of occurrence of such act or omission preventing the Contractor from fully complying with the Contract Documents.

ARTICLE 2 - TIME OF COMPLETION: The Owner may give notice to proceed within ninety (90) days of the award of the bid by the Owner. Once the Contractor has received a notice to proceed, the Contractor shall reach Final Completion of the Project within THIRTY (30) calendar days from receipt of the Notice to Proceed. This shall be called Contract Time. It is expressly understood that time is of the essence.

Contractor has thoroughly studied the Project and has satisfied itself that the time period for this Project is adequate for the timely and proper completion of the Project within the Contract time.

In the event that the Owner desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the Owner. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the Owner's postponement of giving the notice to proceed.

If the Contractor believes that a postponement will cause hardship to it, the Contractor may terminate the Contract with written notice to the Owner within ten (10) days after receipt by the Contractor of the Owner's notice of postponement. It is further understood by the Contractor that in the event that the Contractor terminates the Contract as a result of postponement by the Owner, the Owner shall only be obligated to pay the Contractor for the work performed by the Contractor at the time of notification of postponement. Should the Contractor terminate the Contract as a result of a notice of postponement, the District shall have the authority to award the Contract to the next lowest responsible bidder.

ARTICLE 3 - LIQUIDATED DAMAGES: It being impracticable and infeasible to determine the amount of actual damage, it is agreed that the Contractor will pay the Owner the sum of ZERO DOLLARS (\$0) per calendar day for each and every day of delay beyond the Contract Time set forth in Article 2 of this Agreement as liquidated damages and not as a penalty or forfeiture. In the event Liquidated Damages are not paid, the Contractor further agrees that the Owner may deduct such amount thereof from any money due or that may become due the Contractor under the Contract. This Article shall not be construed as preventing the Owner from the recovery of damages (actual or other) under the Contract Documents.

ARTICLE 4 - CONTRACT PRICE:

4.1 Contract Price. The Owner shall pay to the Contractor as full consideration for the faithful performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, the sum of FORTY-THREE THOUSAND, ONE HUNDRED NINE DOLLARS (\$43,109.00), said sum being the total amount stipulated in the Bid Contractor submitted. Payment shall be made as set forth herein.

Should any Change Order result in an increase in the Contract Price, the cost of such Change Order shall be agreed to in advance by the Contractor and the Owner, subject to the monetary limitations set forth in Public Contract Code Section 20118.4. In the event that the Contractor proceeds with a Change in work without an agreement between the Owner and Contractor regarding the cost of a Change Order, the Contractor waives any Claim of additional compensation for such additional work.

4.2 Warranty of Title. The Contractor warrants title to all work. The Contractor further warrants that all work is free and clear of liens, claims, security interests, or encumbrances in favor of the Contractor, Subcontractors, material and equipment suppliers, or other persons or entities making a claim by reason of having provided labor, materials, and equipment relating to the Project. If a lien or stop notice of any nature should at any time be filed against the Project or any Owner property,

by any entity which has supplied material or services at the request of the Contractor, Contractor shall promptly, on demand by Owner and at Contractor's own expense, take any and all action necessary to cause any such lien or stop notice to be released or discharged immediately. If the Contractor fails to furnish to the Owner within five (5) calendar days after demand by the Owner, satisfactory evidence that a lien or stop notice has been so released, discharged, or secured, then Owner may discharge such indebtedness and deduct the amount required, together with any and all losses, costs, damages, and attorney's fees and expense incurred or suffered by Owner from any sum payable to Contractor under the Contract.

4.3 Payment Applications. On or before the fifth (5th) day of each calendar month during the progress of the work, Contractor shall submit to the Architect (or District if there is no Architect), an itemized application for payment for all work completed. Such application shall be notarized, if required, and supported by the information and documents as Architect or District requires. All payment applications shall be on forms approved by the District or Architect.

4.4 Reasons to Withhold Payment. The Owner may withhold payment, in whole, or in part, to such extent as may be necessary to protect the Owner from loss because of, but not limited to:

- (a) Defective work not remedied;
- (b) Stop notices served upon the Owner;
- (c) Liquidated damages assessed against the Contractor;
- (d) Damage to the Owner or other contractor;
- (e) Unsatisfactory prosecution of the work by the Contractor;
- (f) Failure of the Contractor to prosecute the work in a timely manner;
- (g) Failure to properly pay prevailing wages as defined in Labor Code section 1720, et seq.;
- (h) Failure to properly maintain or clean up the site;
- (i) Payments to indemnify, defend, or hold harmless the Owner; or
- (j) Failure to pay Subcontractors or suppliers.

4.5 Nonconforming Work. If Contractor defaults or neglects to carry out the work required to complete the Project or fails to perform any provision hereof, Owner may, after 48 hours' written notice to the Contractor and without prejudice to any other remedy make good such deficiencies. The Owner shall adjust the total Contract price by reducing the amount thereof by the cost of making good such deficiencies. If Owner deems it inexpedient to correct work which is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract price (of at least 150% of the estimated reasonable value of the nonconforming work) shall be made.

ARTICLE 5 - HOLD HARMLESS/ INDEMNITY: Contractor shall defend, indemnify and hold harmless Owner, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

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

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the Owner.
- (b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the Owner, arising out of or in any way connected with work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off Owner property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the Owner.

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

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the Owner, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the Owner, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The Contractor's and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Project; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

ARTICLE 6 – INSURANCE & BONDS:

6.1 Insurance Requirements. Before the commencement of the work, the Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in California with a financial rating of at least an A-VIII status as rated in the most recent edition of Best's Insurance Reports or as amended by the Supplementary General Conditions, such insurance as will protect the Owner from claims set forth below, which may arise out of or result from the Contractor's work under the Contract and for which the Contractor may be legally liable, whether such work are by the Contractor, by a Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Any required insurance shall not contain any exclusion that applies to the type of work performed by the Contractor under the Contract Documents.

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

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

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

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

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

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

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

6.2 Specific Insurance Requirements. Contractor shall take out and maintain and shall require all Subcontractors, if any, whether primary or secondary, to take out and maintain:

Comprehensive General Liability Insurance with a combined single limit per occurrence of not less than \$1,000,000.00 or Commercial General Liability Insurance which provides limits of not less than:

(a)	Per occurrence (combined single limit)	\$1,000,000.00
(b)	Project Specific Aggregate (for this Project only)	\$1,000,000.00
(c)	Products and Completed Operations (aggregate)	\$1,000,000.00
(d)	Personal and Advertising Injury Limit	\$1,000,000.00

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

(a)	Automotive and truck where operated in amounts	\$1,000,000.00
(b)	Material Hoist where used in amounts	\$1,000,000.00
(c)	Explosion, Collapse and Underground (XCU coverage)	\$1,000,000.00
(d)	Hazardous Materials	\$1,000,000.00

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

6.3 Subcontractor Insurance Requirements. The Contractor shall require its Subcontractors to take out and maintain public liability insurance and property damage insurance required under this Article in like amounts. A "claims made" or modified "occurrence" policy shall not satisfy the requirements of this Article without prior written approval of the Owner.

6.4 Additional Insured Endorsement Requirements. The Contractor shall name, on any policy of insurance required under Articles 6.1 and 6.2 above, the Owner, CM, Architect, Inspector, the State of California, their officers, employees, agents, volunteers and independent contractors as additional insureds. Subcontractors shall name the Contractor, the Owner, Architect, Inspector, the State of California, their officers, employees, agents, volunteers and independent contractors as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the Owner in its sole discretion, and must state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor pursuant to 11.1 must be designated in the policy as primary to any insurance obtained by the Owner. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

6.5 Workers' Compensation Insurance. During the term of this Contract, the Contractor shall provide workers' compensation and employer's liability insurance for all of the Contractor's employees engaged in work under this Contract on or at the Site of the Project and, in case any of the Contractor's work is subcontracted, the Contractor shall require the Subcontractor to provide workers' compensation insurance for all the Subcontractor's employees engaged in work under the subcontract. Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in work under this Contract on or at the Site of the Project is not protected under the Workers' Compensation laws, the Contractor shall provide or cause a Subcontractor to provide insurance coverage for the protection of those employees not otherwise protected. The Contractor shall file with the Owner certificates of insurance, Workers' compensation limits as required by the Labor Code, but not less than \$1,000,000 and employers' liability limits of \$1,000,000 per accident for bodily injury or disease.

6.6 Automobile Liability. The Owner, Architect and Construction Manager, Inspectors, their directors, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible. Such insurance coverage shall be primary and non-contributory insurance as respects the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it. The insurer shall agree to waive all rights of subrogation against the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy that arise from work performed by the Contractor. Insurance Services Office Business Auto Coverage Form Number CA 0001, Code 1 (any auto) is required. Comprehensive Automobile Liability insurance to include all autos, owned, non-owned, and hired, with limits of \$1,000,000 per accident for bodily injury and property damage.

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

6.8 Proof of Insurance. The Contractor shall not commence work nor shall it allow any Subcontractor to commence work under this Contract until all required insurance and certificates have been obtained and delivered in duplicate to the Owner for approval subject to the following requirements:

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

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"This policy and any coverage shall not be suspended, voided, non-renewed, canceled, or reduced in required limits of liability or amounts of insurance or coverage until notice has been mailed via certified mail to the Owner. Date of cancellation or reduction may not be less than thirty (30) days after the date of mailing notice."

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

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

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

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

6.10 **Waiver of Subrogation.** Contractor waives (to the extent permitted by law) any right to recover against the Owner for damages to the work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) by insurance actually carried by the Owner. The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The Owner and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies thereunder of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

6.11 **Performance and Payment Bond Requirements.** Prior to commencing any portion of the work, the Contractor shall furnish separate payment and performance bonds for its portion of the work which shall cover 100% faithful performance of and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties. To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the Contractor shall, upon request of the Owner, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Owner. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor will release the surety. If the Contractor fails to furnish the required bonds, the Owner may terminate the Contract for cause. Only bonds executed by admitted Surety insurers as defined in Code of Civil Procedure § 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with § 995.660 of the California Code of Civil Procedure and proof of such is provided to the Owner.

ARTICLE 7 - PROVISIONS REQUIRED BY LAW: Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 8 - COMPONENT PARTS OF THE CONTRACT: The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto:

Non-Collusion Declaration
Contractor's Certificate Regarding Worker's Compensation
Agreement Form
Payment Bond
Performance Bond
Guarantee
Workers' Compensation/Employers Liability Endorsement

General Liability Endorsement
Automobile Liability Endorsement
Supplementary and Special Conditions (if any)

All of the above named Contract Documents are intended to be complementary. Work required by one of the above named Contract Documents and not by others shall be done as if required by all.

ARTICLE 9 - PREVAILING WAGES: Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the Owner and are also available from the Director of the Department of Industrial Relations.

The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein.

1. Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.)
2. California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

ARTICLE 10 - TERMINATION OF THE CONTRACT:

10.1 Termination for Cause. The Owner may terminate the Contractor and/or this Contract for the following reasons:

- (a) Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- (b) Persistently or repeatedly is absent, without excuse, from the job site;
- (c) Fails to make payment to Subcontractors, suppliers, materialmen, etc.;
- (d) Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction;
- (e) Becomes bankrupt or insolvent, including the filing of a general assignment for the benefit of creditors; or
- (e) Otherwise is in substantial breach of a provision of this Agreement.

10.2 Notification of Termination. When any of the above reasons set forth in Article 10.1 above exists, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety written notice of five (5) days, terminate the Contractor and/or this Contract and may, subject to any prior rights of the surety:

- (a) Take possession of the Project and of all material, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- (b) Accept assignment of Subcontracts. Contractor acknowledges and agrees that if the Owner (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the Owner which the Owner has chosen to accept; and
- (c) Complete the work by any reasonable method the Owner may deem expedient, including contracting with a replacement contractor or contractors.

10.3 Payments Withheld. If the Owner terminates the Contract for one of the reasons stated in Article 10.1 above, the Contractor shall not be entitled to receive further payment until the work is complete. All costs associated with the termination and completion of the Project shall be the responsibility of the Contractor and/or its surety.

10.4 Payments Upon Completion. If the unpaid balance of the Contract Sum exceeds costs of completing the Project, including compensation for professional services and expenses made necessary thereby, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This payment obligation shall survive completion of the Contract.

10.5 Termination for Convenience. Owner may terminate the Contract upon five (5) calendar days of written notice to the Contractor and use any reasonable method the Owner deems expedient to complete the Project, including contracting with replacement contractor or contractors, if it is found that reasons beyond the control of either the Owner or Contractor make it impossible or against the Owner's interest to complete the work. In such a case, the Contractor shall have no claims against the Owner except: (1) the actual cost for labor, materials, and services performed and completed in accordance

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with the Contract Documents and approved by the District as documented through timesheets, invoices, receipts, or otherwise, and (2) ten percent (10%) profit and overhead of all remaining work as determined by the Owner, and (3) five percent (5%) termination cost of the total of item (2). Contractor acknowledges and agrees that if the Owner (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the Owner which the Owner has chosen to accept.

ARTICLE 11 – MISCELLANEOUS PROVISIONS:

11.1 Record Audit. In accordance with Government Code Section 8546.7 (and Davis Bacon, if applicable), records of both the Owner and the Contractor shall be subject to examination and audit for a period of five (5) years after a Final Retention Payment or the Recording of a Notice of Completion, whichever occurs first.

11.2 Contractor's License. The Contractor must possess throughout the Project a Class C 39 Contractor's License, issued by the State of California, which must be current and in good standing.

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

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

11.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against the Owner.

11.6 The Owner and Contractor, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. Contractor shall not assign this Agreement.

11.7 This Agreement shall be governed by the laws of the State of California.

11.8 This Agreement represents the entire agreement between the Owner and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the Owner and the Contractor

IN WITNESS WHEREOF, this Agreement has been duly executed by the above named parties, on the day and year first above written.

CENTER JOINT UNIFIED SCHOOL DISTRICT

CONTRACTOR: Rua & Son Mechanical, Inc.

Typed or Printed Name

Luis Rua

Typed or Printed Name

Title

President

Title

Signature



Signature

Dated: _____

Type or Printed Name

Title (Authorized Officers or Agents)

Signature

(CORPORATE SEAL)

LH


**CONTRACTOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION FORM**

Labor Code Section 3700 in relevant part provides:

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

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.
3. For any county, city, city and county, municipal corporation, public Owner, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

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



(Signature)

Luis Rua, President

(Print)

May 7, 2018

(Date)

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Contractor's bid.

NON-COLLUSION DECLARATION

The undersigned declares:

I am the President [Title] of Rua & Son Mechanical, Inc. [Name of Company], 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 May 7, 2018 [Date], at Rocklin [City], Ca [State].

Signed: _____

Typed Name: Luis Rua

PAYMENT BOND

(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CENTER JOINT UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to _____ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

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

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

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

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

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, Plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants

otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Section 9100, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

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

PRINCIPAL/CONTRACTOR:

By: _____

SURETY:

By: _____

Attorney-in-Fact

IMPORTANT: THIS IS A REQUIRED FORM.

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

Any claims under this bond may be addressed to:
(Name and Address of Surety)

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

Telephone: _____

Telephone: _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

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

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

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

Commission expires: _____

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

PERFORMANCE BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CENTER JOINT UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to _____ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

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

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

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

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

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

foregoing.

Whenever Principal shall be, and is declared by the Oblige to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly take over and complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Oblige as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Oblige's sole discretion and election, Surety shall obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Oblige of the lowest responsible bidder, arrange for a contract between such bidder and the Oblige and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the "balance of the Contract Price" (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable to Principal by the Oblige under the Contract and any modifications thereto, less the amount previously paid by the Oblige to the Principal, less any withholdings by the Oblige allowed under the Contract. Oblige shall not be required or obligated to accept a tender of a completion contractor from the Surety.

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

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

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

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

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

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of _____, 20__.

PRINCIPAL/CONTRACTOR:

By: _____

SURETY:

By: _____
Attorney-in-Fact

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

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

IMPORTANT: THIS IS A REQUIRED FORM.

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

Any claims under this bond may be addressed to:

(Name and Address of Surety)

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

Telephone: _____

Telephone: _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

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

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

WITNESS my hand and official seal.

(SEAL)

Notary Public in and for said State

Commission expires: _____

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

GUARANTEE

Guarantee for _____ We hereby guarantee that the _____, which we have installed in _____ has been done in accordance with the Contract Documents, including without limitation, the drawings and specifications, and that the work as installed will fulfill the requirements included in the bid documents. The undersigned and its surety agrees to repair or replace any or all such work, together with any other adjacent work, which may be displaced in connection with such replacement, that may prove to be defective in workmanship or material within a period of one year from the date of the Notice of Completion of the above-mentioned structure by the Center Joint Unified School District, ordinary wear and tear and unusual abuse or neglect excepted.

In the event the undersigned or its surety fails to comply with the above-mentioned conditions within a reasonable period of time, as determined by the Owner, but not later than ten (10) days after being notified in writing by the Owner or within forty-eight (48) hours in the case of an emergency or urgent matter, the undersigned and its surety authorizes the Owner to proceed to have said defects repaired and made good at the expense of the undersigned and its surety, who will pay the costs and charges therefor upon demand. The undersigned and its surety shall be jointly and severally liable for any costs arising from the Owner's enforcement of this Guarantee.

Countersigned

(Proper Name)

(Proper Name)

By: _____

By: _____

(Signature of Subcontract or Contractor)

(Signature of General Contractor if for Subcontractor)

Representatives to be contacted for service:

Name: _____

Address: _____

Phone Number: _____

CONTRACTOR CERTIFICATION REGARDING BACKGROUND CHECKS

_____ certifies that it has performed one of the following:

[Name of contractor/consultant]

- ☐ Pursuant to Education Code Section 45125.1, Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the Center Joint Unified School District, pursuant to the contract/purchase order dated _____, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

- ☐ Pursuant to Education Code Section 45125.2, Contractor will ensure the safety of pupils by one or more of the following methods:
- ☐ 1. The installation of a physical barrier at the worksite to limit contact with pupils.
 - ☐ 2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

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

Date _____, 20____

[Name of Contractor/Consultant]

By its: _____

CONTRACTOR CERTIFICATION REGARDING BACKGROUND CHECKS

Rua & Son Mechanical, Inc. certifies that it has performed one of the following:

[Name of contractor/consultant]

- ☐ Pursuant to Education Code Section 45125.1, Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the Center Joint Unified School District, pursuant to the contract/purchase order dated _____, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

- ☒ Pursuant to Education Code Section 45125.2, Contractor will ensure the safety of pupils by one or more of the following methods:

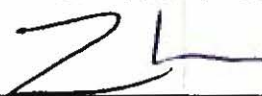
- ☐ 1. The installation of a physical barrier at the worksite to limit contact with pupils.
- ☒ 2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

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

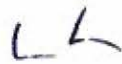
Date May 07, 20 18

Rua & Son Mechanical, Inc.

[Name of Contractor/Consultant]



By its: President





Attachment B

4265 Duluth Ave.
Rocklin, CA 95765
916-543-9360 Fax 916-543-9361
Contractor License # 816570

April 26, 2018

Mr. Craig Deason
Center Unified School District
8408 Watt Ave.
Antelope, CA 95843

Re: Center HS/Gym & Kitchen Well and Dance Room Roofs

Dear Craig,

Rua & Son Mechanical, Inc. hereby submits our proposal to install a new 60 mil TPO single ply roof system at the Gym and Kitchen Well Roofs and the Dance Room Roof at Center High School.

Scope of Work/Wells

1. Remove and dispose of existing built up roofing down to the wood deck.
2. Demo all non-functioning equipment and supports.
3. At Kitchen Roof, install 1/8" slope tapered insulation to provide slope to drain.
4. Mechanically attach 5/8" Securock Glass Mat gypsum board.
5. Mechanically attach 60 mil Versico TPO single ply according to the manufacturers' installation instructions.
6. 2 Year Contractor Warranty.
7. 15 Year manufacturers' warranty.

Scope of Work/Dance Room

1. Mechanically attach 5/8" Securock Glass Mat gypsum board,
2. Mechanically attach 60 mil Versico TPO single ply according to the manufacturers' installation instructions.
3. Install TPO coated metal at the perimeters of the roof.
4. 2 Year Contractor Warranty.
5. 15 Year manufacturers' warranty.

Total Cost: \$43,109.00

Please feel free to contact me if you have any questions.

Sincerely,

Rua & Son Mechanical, Inc.
Martin Jenkins

Metal Roof & Wall Systems - Architectural Sheet Metal - Sheet Metal Fabrication
Single Ply/Built Up Roofing
www.rualinc.com

LL

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 05/03/2018

Action Item

To: Board of Trustees

Information Item

From: Lisa Coronado

Attached Page1

SUBJECT:

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll Orders for July 2017 through April 2018.

RECOMMENDATION: That the CJUSD Board of Trustees approve the District Payroll Orders for July 2017 through April 2018.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2018
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 938,044.16	\$ 77,180.53		\$ 1,015,224.69	549
AUG	\$ 2,518,721.16	\$ 167,176.65		\$ 2,685,897.81	942
SEPT	\$ 2,512,850.08	\$ 135,559.90		\$ 2,648,409.98	791
OCT	\$ 2,530,305.08	\$ 121,366.22		\$ 2,651,671.30	831
NOV	\$ 3,012,043.61	\$ 153,331.98		\$ 3,165,375.59	854
DEC	\$ 641,198.32	\$ 159,895.74		\$ 801,094.06	492
2-Jan	\$ 1,991,001.43			\$ 1,991,001.43	273
JAN	\$ 2,849,091.88	\$ 96,522.71	\$ 6,704.16	\$ 2,952,318.75	966
FEB	\$ 2,658,073.95	\$ 145,332.70		\$ 2,803,406.65	872
MARCH	\$ 2,679,060.56	\$ 174,006.96		\$ 2,853,067.52	871
APRIL	\$ 2,634,021.67	\$ 147,378.44		\$ 2,781,400.11	844
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 24,964,411.90	\$ 1,377,751.83	\$ 6,704.16	\$ 26,348,867.89	8285
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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: April, 2018

To: Board of Trustees

From: Lisa Coronado

Action Item

Information Item

Attached Pages 73

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

April 05, \$223,859.38, April 12, 2018, \$643,033.28

April 19, 2018, \$505,782.90, April 25, 2018, \$211,106.34

The commercial warrant payments to vendor's total

\$ 1,583,781.90

RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

CONSENT AGENDA

XV-25

Batch status: A All

From batch: 0050

To batch: 0050

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

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081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 01 GENERAL FUND

APY500 L.00.12 04/05/18 11:18 PAGE 2
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
010340/00	CA DEPT OF JUSTICE							
395 PO-180366	04/05/2018	288236	1 01-0000-0-5800-110-0000-7200-004-000 NN P				480.00	480.00
TOTAL PAYMENT AMOUNT							480.00 *	480.00
020540/00	CALIFORNIA AMERICAN WATER CO							
19 PO-180019	04/05/2018	1015-210038466358	1 01-0000-0-5520-106-0000-8110-007-000 NN P				15,961.80	15,961.80
TOTAL PAYMENT AMOUNT							15,961.80 *	15,961.80
015482/00	CALIFORNIA ASSOC. FOR GIFTED							
1709 PO-181635	04/05/2018	2034721-106777389	1 01-0000-0-5200-371-1110-1000-012-000 NN F				890.00	890.00
TOTAL PAYMENT AMOUNT							890.00 *	890.00
017639/00	CDT INC.							
398 PO-180369	04/05/2018	44756	1 01-0000-0-5800-110-0000-7200-004-000 NN P				266.80	266.80
TOTAL PAYMENT AMOUNT							266.80 *	266.80
020305/00	CDW GOVERNMENT INC.							
2128 PO-182050	04/03/2018	MDT8391	1 01-0000-0-5800-115-0000-7700-007-000 NN F				327.92	304.33
2160 PO-182104	04/05/2018	MCM5521	1 01-5640-0-5800-601-1369-2700-017-000 NN F				151.21	151.21
2138 PO-182113	04/05/2018	MCQ2537	1 01-0000-0-4300-472-0000-2700-014-000 NN F				94.95	94.95
2177 PO-182126	04/05/2018	MFG3689	1 01-0000-0-4300-472-0000-2700-014-000 NN F				189.90	189.90
2207 PO-182135	04/05/2018	MDT8432	1 01-0000-0-5800-101-0000-7150-002-000 NN F				151.21	151.21
2208 PO-182136	04/05/2018	MFH	1 01-0000-0-5800-101-0000-7150-002-000 NN F				64.26	64.26
PV-180063	04/02/2018	MBV1856	01-0000-0-4300-371-1110-1000-012-000 NN					90.37
TOTAL PAYMENT AMOUNT							1,046.23 *	1,046.23
013928/00	CINTAS LOCATION 622							
108 PO-180057	04/05/2018	622135620	1 01-0000-0-5800-111-0000-8200-007-000 NN P				8.88	8.88
108 PO-180057	04/05/2018	622135621	1 01-0000-0-5800-111-0000-8200-007-000 NN P				5.83	5.83
108 PO-180057	04/05/2018	622135622	1 01-0000-0-5800-111-0000-8200-007-000 NN P				55.40	55.40
108 PO-180057	04/05/2018	622135623	1 01-0000-0-5800-111-0000-8200-007-000 NN P				23.55	23.55
108 PO-180057	04/05/2018	622135624	1 01-0000-0-5800-111-0000-8200-007-000 NN P				8.68	8.68
108 PO-180057	04/05/2018	622135625	1 01-0000-0-5800-111-0000-8200-007-000 NN P				8.68	8.68
108 PO-180057	04/05/2018	622135626	1 01-0000-0-5800-111-0000-8200-007-000 NN P				25.33	25.33
108 PO-180057	04/05/2018	622135627	1 01-0000-0-5800-111-0000-8200-007-000 NN P				48.25	48.25
TOTAL PAYMENT AMOUNT							184.60 *	184.60

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount
022347/00	GIVE SOMETHING BACK	[REDACTED]			
2153 PO-182114	04/05/2018	IN-0721113	1 01-0000-0-4300-472-0000-2700-014-000 NN F	243.36	243.36
			TOTAL PAYMENT AMOUNT	243.36 *	243.36
015257/00	HOLIDAY INN AUBURN	[REDACTED]			
2292 PO-182233	04/05/2018	4/12-4/13	1 01-6520-0-5200-472-5770-1110-019-000 NN F	194.40	194.40
			TOTAL PAYMENT AMOUNT	194.40 *	194.40
017002/00	HOME DEPOT CREDIT SERVICES				
1797 PO-181742	04/05/2018	6035322649033119	1 01-6387-0-4300-472-1110-1000-019-000 NN P	2,121.29	2,121.29
			TOTAL PAYMENT AMOUNT	2,121.29 *	2,121.29
017726/00	LOS ANGELES FREIGHTLINER				
36 PO-180033	04/05/2018	XA410003351:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	199.43	199.43
36 PO-180033	04/05/2018	XA410003578:01	1 01-0000-0-4300-112-0000-3600-007-000 NN M	-195.04	-195.04
36 PO-180033	04/05/2018	XA410002986:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	138.16	138.16
			TOTAL PAYMENT AMOUNT	142.55 *	142.55
021914/00	LOY MATTISON ENTERPRISES	[REDACTED]			
416 PO-180382	04/05/2018	020118033118	1 01-0000-0-5800-106-0000-8110-007-000 NY P	690.00	690.00
			TOTAL PAYMENT AMOUNT	690.00 *	690.00
020602/00	MCGRAW HILL SCHOOL EDUCATION				
1932 PO-181884	04/05/2018	102425257001	1 01-3010-0-5800-475-3200-1000-015-000 NN F	3,750.00	3,750.00
1933 PO-181885	04/05/2018	102308339001	1 01-3010-0-4300-475-3200-1000-015-000 NN F	5,911.29	6,092.87
2229 PO-182182	04/05/2018	102420537001	1 01-0037-0-4100-103-1110-1000-019-000 NN F	564.35	566.97
			TOTAL PAYMENT AMOUNT	10,409.84 *	10,409.84
010563/00	MHL ENTERPRISES	[REDACTED]			
1511 PO-181475	04/05/2018	803	1 01-0000-0-6290-106-0000-8500-007-995 NY P	255.00	255.00
1796 PO-181733	04/05/2018	804	1 01-0000-0-6290-106-0000-8500-007-000 NY P	595.00	595.00
			TOTAL PAYMENT AMOUNT	850.00 *	850.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Reg Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	
022590/00	MICHAEL JONES							
1135	PO-181092	04/05/2018	TRIP 1624	1	01-0000-0-5800-112-0000-3600-007-000	NN	P	
								6.56
								6.56
								6.56
018205/00	MOST DEPENDABLE FOUNTAINS							
2263	PO-182204	04/05/2018	50163	1	01-8150-0-4400-106-0000-8110-007-000	NN	F	
								2,904.45
								2,904.45
								2,904.45
015853/00	MYRON CORP							
1554	PO-181508	04/05/2018	109727032	1	01-0000-0-4300-112-0000-3600-007-000	NN	F	
								185.51
1554	PO-181508	04/05/2018	109727032	2	01-0000-0-5800-112-0000-3600-007-000	NN	F	
								16.95
								20.04
								205.55
016302/00	NCME							
2185	PO-182217	04/05/2018	30 STUDENT ENTRY FEE	1	01-7220-0-5800-472-1110-1000-014-000	NN	F	
								300.00
								300.00
								300.00
019205/00	OAK HILL STUDENT BODY FUND							
2250	PO-182219	04/05/2018	PE EQUIP	1	01-6300-0-4300-238-1110-1000-010-000	NN	F	
								24.77
2251	PO-182220	04/05/2018	PARTS FOR STAGE	1	01-0000-0-4300-238-0000-2700-010-000	NN	F	
								88.33
2252	PO-182221	04/05/2018	PLTW SHIRTS	1	01-0000-0-5800-238-0000-2700-010-000	NN	F	
								75.00
2254	PO-182222	04/05/2018	STAFF LUNCH	1	01-0000-0-4300-238-0000-2700-010-000	NN	F	
								749.64
								937.74
								937.74
017576/00	OFFICE DEPOT							
2085	PO-182028	04/05/2018	114652608001	1	01-6500-0-4300-102-5750-1110-019-000	NN	F	
								21.54
2190	PO-182140	04/05/2018	118264930001	1	01-6300-0-4300-371-1110-1000-012-000	NN	P	
								134.56
2190	PO-182140	04/05/2018	118264931001	1	01-6300-0-4300-371-1110-1000-012-000	NN	F	
								26.82
2217	PO-182159	04/05/2018	118604513001	1	01-0000-0-4300-106-0000-7200-007-000	NN	F	
								95.90
2217	PO-182159	04/05/2018	118604513001	2	01-0000-0-4300-112-0000-7200-007-000	NN	F	
								79.95
								79.95
								358.01

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
								Liq Amt
								Net Amount
016341/00	R&S OVERHEAD DOORS & GATES							
2311	PO-182237	04/05/2018	126994					
				1	01-8150-0-5600-106-0000-8110-007-000	NN F		966.20
								966.20
								966.20
016900/00	REALLY GOOD STUFF							
2233	PO-182164	04/05/2018	6365780					
				1	01-0000-0-4300-240-0000-2700-011-000	NN F		14.00
								19.94
								19.94
010096/00	RESERVE ACCOUNT							
2325	PO-182239	04/05/2018	15072143					
				1	01-0000-0-5920-105-0000-7200-005-000	NN F		10,000.00
								10,000.00
								10,000.00
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
267	PO-180215	04/05/2018	259654					
267	PO-180215	04/05/2018	259307					
1998	PO-181943	04/05/2018	259654					
1998	PO-181943	04/05/2018	259307					
				2	01-0000-0-5600-112-0000-3600-007-000	NN P		327.50
				2	01-0000-0-5600-112-0000-3600-007-000	NN P		1,540.00
				1	01-0000-0-4300-112-0000-3600-007-000	NN P		79.00
				1	01-0000-0-4300-112-0000-3600-007-000	NN P		60.00
								2,006.50
								2,006.50
010552/00	SAC VAL JANITORIAL							
2230	PO-182161	04/05/2018	10286723					
2230	PO-182161	04/05/2018	10288131					
2230	PO-182161	04/05/2018	10288132					
2230	PO-182161	04/05/2018	10287326					
2230	PO-182161	04/05/2018	10286720					
2230	PO-182161	04/05/2018	10286721					
2230	PO-182161	04/05/2018	10286722					
2230	PO-182161	04/05/2018	10286719					
2230	PO-182161	04/05/2018	10286718					
2230	PO-182161	04/05/2018	10286717					
2230	PO-182161	04/05/2018	10288128					
2230	PO-182161	04/05/2018	10286729					
2230	PO-182161	04/05/2018	10286728					
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		313.43
				1	01-0000-0-9320-000-0000-0000-000-000	NN M		-2,019.05
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		1,463.32
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		160.12
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		288.44
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		287.10
				1	01-0000-0-9320-000-0000-0000-000-000	NN M		-202.03
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		202.03
				1	01-0000-0-9320-000-0000-0000-000-000	NN P		67.34
								1,714.46
								1,714.46

081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
016909/00	SACRAMENTO CO OFFICE OF ED								
1654	PO-181618	04/05/2018	181738						
				1	01-3010-0-5200-240-1110-1000-011-000	NN F		150.00	150.00
				TOTAL PAYMENT AMOUNT				150.00 *	150.00
021282/00	SACRAMENTO COUNTY OFFICE OF								
1527	PO-181506	04/02/2018	181724						
				1	01-6512-0-5200-102-5001-3110-019-000	NN F		2,940.00	2,940.00
				TOTAL PAYMENT AMOUNT				2,940.00 *	2,940.00
015769/00	SACRAMENTO COUNTY OFFICE OF ED								
1515	PO-181469	04/05/2018	181895-JENSEN	1	01-0000-0-5200-236-0000-2700-009-000	NN F		150.00	150.00
1533	PO-181493	04/05/2018	181895- DELANNE	1	01-0000-0-5200-234-1110-1000-008-605	NN F		150.00	150.00
1534	PO-181494	04/05/2018	181895	1	01-0000-0-5200-234-1110-1000-008-605	NN F		150.00	150.00
1551	PO-181507	04/05/2018	181895-SMITH	1	01-0000-0-5200-234-1110-1000-008-605	NN F		150.00	150.00
1633	PO-181574	04/05/2018	181895- STOLFUS	1	01-0000-0-5200-234-1110-1000-008-605	NN F		150.00	150.00
1650	PO-181644	04/04/2018	181895-RUCKER OLMSTEAD	1	01-3010-0-5200-240-1110-1000-011-000	NN F		300.00	300.00
1777	PO-181726	04/05/2018	181895-LOPEZ	1	01-0000-0-5200-236-0000-2700-009-000	NN F		150.00	150.00
1961	PO-181906	04/05/2018	181895-TANNER	1	01-3010-0-5200-371-1110-1000-012-000	NN F		150.00	150.00
				TOTAL PAYMENT AMOUNT				1,350.00 *	1,350.00
010266/00	SACRAMENTO COUNTY UTILITIES								
21	PO-180021	04/05/2018	50000918485	1	01-0000-0-5520-106-0000-8110-007-000	N P		3,472.50	3,472.50
21	PO-180021	04/05/2018	50000918618	1	01-0000-0-5520-106-0000-8110-007-000	N P		666.26	666.26
21	PO-180021	04/05/2018	50000918556	1	01-0000-0-5520-106-0000-8110-007-000	N P		108.33	108.33
21	PO-180021	04/05/2018	50008418859	1	01-0000-0-5520-106-0000-8110-007-000	N P		214.45	214.45
				TOTAL PAYMENT AMOUNT				4,461.54 *	4,461.54
014786/00	SCHOOL SPECIALTY								
2147	PO-182091	04/05/2018	208120101252	1	01-0000-0-4300-240-1110-1000-011-000	NN F		101.65	101.65
				TOTAL PAYMENT AMOUNT				101.65 *	101.65
010373/00	SCHOOLS INSURANCE AUTHORITY								
255	PO-180209	04/05/2018	2018-UST-BZSERVICE	1	01-0000-0-5800-112-0000-3600-007-000	NN P		75.00	75.00
				TOTAL PAYMENT AMOUNT				75.00 *	75.00

081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 01 GENERAL FUND

APY500 L.00.12 04/05/18 11:18 PAGE 9
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
011500/00	SCHOOLS INSURANCE AUTHORITY							
PV-180064	04/05/2018	APRIL	01-0000-0-9552-000-0000-0000-000-000 NN		49,865.32			
		TOTAL PAYMENT AMOUNT	49,865.32 *		49,865.32			
017106/00	SCHOOLS INSURANCE AUTHORITY							
PV-180065	04/05/2018	APRIL	01-0000-0-9552-000-0000-0000-000-000 NN		10,469.83			
		TOTAL PAYMENT AMOUNT	10,469.83 *		10,469.83			
015240/00	SF CABLE							
2164 PO-182115	04/05/2018	391810	1 01-0370-0-4300-115-1110-1000-007-000 NN F	380.58	378.82			
		TOTAL PAYMENT AMOUNT	378.82 *		378.82			
020811/00	SHRED-IT USA LLC							
73 PO-180049	04/05/2018	8124368012	1 01-0000-0-5800-472-0000-2700-014-000 NN P	77.14	77.14			
		TOTAL PAYMENT AMOUNT	77.14 *		77.14			
018567/00	TRULITE GLASS & ALUMINUM SOL.							
13 PO-180013	04/05/2018	121982659	1 01-8150-0-4300-106-0000-8110-007-000 NN P	48.49	48.49			
		TOTAL PAYMENT AMOUNT	48.49 *		48.49			
010127/00	UNITED PARCEL SERVICE							
2227 PO-182160	04/05/2018	YW013138	1 01-8150-0-5920-106-0000-8110-007-000 NN F	150.02	215.06			
		TOTAL PAYMENT AMOUNT	215.06 *		215.06			
020091/00	VAN NESS-CORONADO, LISA							
2270 PO-182205	04/02/2018	REIMB CLOTHES AND BUS PASSES	1 01-5630-0-4300-601-1421-1000-017-000 NN F	2,211.83	2,211.83			
		TOTAL PAYMENT AMOUNT	2,211.83 *		2,211.83			
		TOTAL FUND PAYMENT	145,125.39 **		145,125.39			
		TOTAL USE TAX AMOUNT	239.14					

081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount

015627/02	HOME DEPOT							
1013	PO-180986	04/05/2018	6035322538182191	2	11-3926-0-4300-600-4130-1000-015-000	NN P	3,385.55	3,385.55
				TOTAL PAYMENT AMOUNT			3,385.55 *	3,385.55
				TOTAL FUND	PAYMENT		3,385.55 **	3,385.55

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081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
016043/00	SHELTONS UNLIMITED MECHANICAL							
187 PO-180174	04/05/2018	18-04NUTRI	1 13-5310-0-5600-108-0000-3700-007-000 NN P				2,040.00	2,040.00
TOTAL PAYMENT AMOUNT							2,040.00 *	2,040.00
011422/00	SYSO OF SAN FRANCISCO							
80 PO-180052	04/05/2018	131679815	1 13-5310-0-4700-108-0000-3700-007-000 NN P				1,835.39	1,835.39
80 PO-180052	04/05/2018	131679815	2 13-5310-0-4300-108-0000-3700-007-000 NN P				742.35	742.35
80 PO-180052	04/05/2018	131688796	1 13-5310-0-4700-108-0000-3700-007-000 NN P				3,495.50	3,495.50
80 PO-180052	04/05/2018	131688796	2 13-5310-0-4300-108-0000-3700-007-000 NN P				13.24	13.24
TOTAL PAYMENT AMOUNT							6,086.48 *	6,086.48
TOTAL FUND PAYMENT							29,879.67 **	29,879.67

081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount
015121/00	B.J. FLOORING INC								
1855 PO-181802	04/05/2018	2009569	1	14-0024-0-5800-106-9223-8110-007-000	NN F			5,993.00	5,993.00
TOTAL PAYMENT AMOUNT								5,993.00 *	5,993.00
TOTAL FUND PAYMENT								5,993.00 **	5,993.00

081 CENTER UNIFIED SCHOOL DISTRICT J8707
04-05-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0050 04-5-2018
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
017855/00	BRCO CONTSTRUCTORS INC							
1764 PO-181704	04/05/2018	RET-17-04	1 21-0000-0-6200-106-0000-8500-007-171 NN F	38,752.33	38,752.33			
1764 PO-181704	04/05/2018	RET-17-04	2 21-0000-0-6200-106-0000-8500-007-171 NN F	723.44	723.44			
TOTAL PAYMENT AMOUNT				39,475.77 *				39,475.77
TOTAL FUND PAYMENT				39,475.77 **				39,475.77
TOTAL BATCH PAYMENT				223,859.38 ***	0.00			223,859.38
TOTAL USE TAX AMOUNT				239.14				
TOTAL DISTRICT PAYMENT				223,859.38 ****	0.00			223,859.38
TOTAL USE TAX AMOUNT				239.14				
TOTAL FOR ALL DISTRICTS:				223,859.38 ****	0.00			223,859.38
TOTAL USE TAX AMOUNT				239.14				

Number of checks to be printed: 69, not counting voids due to stub overflows.

Batch status: A All

From batch: 0051

To batch: 0051

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J8966
04-12-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
011802/00	A-Z BUS SALES INC.							
1432 PO-181389	04/12/2018	02P442934	1 01-0000-0-4300-112-0000-3600-007-000 NN P				36.26	36.26
TOTAL PAYMENT AMOUNT							36.26 *	36.26
019733/00	AASEN, VICKI							
2340 PO-182270	04/12/2018	REIMB CONF FEE	1 01-5640-0-5200-601-1369-3150-017-000 NN F				390.00	390.00
TOTAL PAYMENT AMOUNT							390.00 *	390.00
019553/00	ACORN ARBORICULTURAL SERVICES							
2054 PO-182003	04/12/2018	16147	1 01-0000-0-5800-106-0000-8110-007-000 NN P				1,380.00	1,380.00
2054 PO-182003	04/12/2018	16148	1 01-0000-0-5800-106-0000-8110-007-000 NN F				860.00	860.00
TOTAL PAYMENT AMOUNT							2,240.00 *	2,240.00
010002/00	ALDAR ACADEMY							
716 PO-180686	04/12/2018	MAR-18	1 01-6500-0-5800-102-5750-1180-019-000 NN P				4,570.16	4,570.16
TOTAL PAYMENT AMOUNT							4,570.16 *	4,570.16
010669/00	ALHAMBRA & SIERRA SPRINGS							
25 PO-180025	04/12/2018	27053384782453	2 01-8150-0-5600-106-0000-8110-007-000 NN P				30.00	30.00
25 PO-180025	04/12/2018	27053384782453	1 01-8150-0-4300-106-0000-8110-007-000 NN P				63.91	63.91
183 PO-180154	04/12/2018	27045224780818	1 01-0000-0-4300-105-0000-7200-005-000 NN P				33.97	33.97
183 PO-180154	04/12/2018	27045224780818	2 01-0000-0-5600-105-0000-7200-005-000 NN P				5.99	5.99
425 PO-180393	04/12/2018	27050334781839	1 01-0000-0-4300-475-3200-2700-015-740 NN P				27.97	27.97
425 PO-180393	04/12/2018	27050334781839	2 01-0000-0-5600-475-3200-2700-015-740 NN P				7.50	7.50
502 PO-180459	04/12/2018	27045104780794	2 01-0000-0-5600-110-0000-7200-004-000 NN P				7.50	7.50
502 PO-180459	04/12/2018	27045104780794	1 01-0000-0-4300-110-0000-7200-004-000 NN P				15.99	15.99
2165 PO-182105	04/12/2018	27047404781257	1 01-0000-0-4300-112-0000-3600-007-000 NN F				63.91	63.91
2165 PO-182105	04/11/2018	27047404781257	2 01-0000-0-5600-112-0000-3600-007-000 NN P				7.50	7.50
TOTAL PAYMENT AMOUNT							264.24 *	264.24
020082/00	ALLRED, MARIE							
2383 PO-182319	04/10/2018	TRAVEL EXPENSE	1 01-3010-0-5200-371-1110-1000-012-000 NN F				735.00	735.00
TOTAL PAYMENT AMOUNT							735.00 *	735.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount
010738/00	ANNE WALTERS-COOKE				
2338 PO-182269	04/12/2018	MARCH MILEAGE	1 01-0000-0-5800-601-1110-1000-017-093 NN F	49.76	49.76
		TOTAL PAYMENT AMOUNT	49.76 *		49.76
010564/00	APPLE COMPUTER				
2204 PO-182134	04/12/2018	6728828221	1 01-3010-0-4300-240-1110-1000-011-000 NN F	2,609.54	2,609.54
		TOTAL PAYMENT AMOUNT	2,609.54 *		2,609.54
021604/00	ATLAS DISPOSAL INDUSTRIES				
27 PO-180026	04/12/2018	1031	1 01-0000-0-5525-106-0000-8110-007-000 NN P	181.60	181.60
27 PO-180026	04/12/2018	149397	1 01-0000-0-5525-106-0000-8110-007-000 NN P	470.60	470.60
27 PO-180026	04/12/2018	149398	1 01-0000-0-5525-106-0000-8110-007-000 NN P	1,305.30	1,305.30
27 PO-180026	04/12/2018	149399	1 01-0000-0-5525-106-0000-8110-007-000 NN P	643.51	643.51
27 PO-180026	04/12/2018	149400	1 01-0000-0-5525-106-0000-8110-007-000 NN P	260.53	260.53
27 PO-180026	04/12/2018	149401	1 01-0000-0-5525-106-0000-8110-007-000 NN P	204.92	204.92
27 PO-180026	04/12/2018	149402	1 01-0000-0-5525-106-0000-8110-007-000 NN P	409.42	409.42
27 PO-180026	04/12/2018	149403	1 01-0000-0-5525-106-0000-8110-007-000 NN P	430.54	430.54
27 PO-180026	04/12/2018	149404	1 01-0000-0-5525-106-0000-8110-007-000 NN P	81.23	81.23
27 PO-180026	04/12/2018	1032	1 01-0000-0-5525-106-0000-8110-007-000 NN P	323.67	323.67
		TOTAL PAYMENT AMOUNT	4,311.32 *		4,311.32
019504/00	B & H PHOTO-VIDEO				
2276 PO-182207	04/12/2018	140542349	1 01-0000-0-4400-101-0000-7150-002-000 YN F	1,023.24	949.64
		TOTAL PAYMENT AMOUNT	949.64 *		949.64
		TOTAL USE TAX AMOUNT	73.60		
022501/00	BABIKOVA, INNA				
2302 PO-182302	04/12/2018	REIMB BOOKS	1 01-0000-0-4200-472-1385-1000-014-000 NN F	170.49	170.49
2301 PO-182334	04/12/2018	REIMB DVD'S	1 01-0000-0-4300-472-1385-1000-014-000 NN F	127.83	127.83
		TOTAL PAYMENT AMOUNT	298.32 *		298.32
014789/00	BISHO, VERNON				
2344 PO-182305	04/12/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	164.40	164.40
		TOTAL PAYMENT AMOUNT	164.40 *		164.40

081 CENTER UNIFIED SCHOOL DISTRICT J8966
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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
016216/00	BORASI, CHRIS							
2387 PO-182322	04/12/2018	REIMB LUNCH 1/31	1	01-0000-0-5200-101-1110-1000-002-995	NN F			56.05
TOTAL PAYMENT AMOUNT								56.05
022282/00	BRIGHT START THERAPIES							
503 PO-180460	04/12/2018	CUAH315.18	1	01-6500-0-5800-102-5750-1180-019-000	NN P			240.00
503 PO-180460	04/12/2018	CUEH315.18	1	01-6500-0-5800-102-5750-1180-019-000	NN P			450.00
TOTAL PAYMENT AMOUNT								690.00
013988/00	BUTTES/CENTER STATE PIPE &							
159 PO-180126	04/12/2018	S010060979.001	1	01-8150-0-4300-106-0000-8110-007-000	NN F			424.08
2335 PO-182260	04/12/2018	S010060979.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P			200.85
2335 PO-182260	04/12/2018	S010097303.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P			133.52
TOTAL PAYMENT AMOUNT								758.45
021678/00	CAPITOL ACADEMY							
720 PO-180690	04/12/2018	CA0494	1	01-6500-0-5800-102-5750-1180-019-000	NN P			315.00
720 PO-180690	04/12/2018	CA0479	1	01-6500-0-5800-102-5750-1180-019-000	NN P			2,486.76
TOTAL PAYMENT AMOUNT								2,801.76
010575/00	CAPITOL CLUTCH & BRAKE INC.							
2071 PO-182014	04/12/2018	1505275	1	01-0000-0-4300-112-0000-3600-007-000	NN P			94.70
TOTAL PAYMENT AMOUNT								94.70
021036/00	CCHAT CENTER							
2090 PO-182032	04/11/2018	CENTER2-18	1	01-6500-0-5800-102-5750-1180-019-000	NN F			355.37
TOTAL PAYMENT AMOUNT								296.82
020305/00	CDW GOVERNMENT INC.							
2134 PO-182124	04/12/2018	MFJ2957	1	01-0000-0-5800-238-0000-2700-010-000	NN F			80.81
TOTAL PAYMENT AMOUNT								75.00

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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

014371/00	CENGAGE LEARNING								
2269	PO-182213	04/12/2018	63451927	1	01-0037-0-4100-103-1110-1000-019-000	NN F		102.05	101.34
TOTAL PAYMENT AMOUNT								101.34 *	101.34
010407/00	CENTER UNIFIED REVOLVING FUND ██████████								
2366	PO-182294	04/09/2018	4229	1	01-0000-0-4300-101-0000-7150-002-000	NN F		35.00	35.00
2366	PO-182294	04/12/2018	4229	2	01-0000-0-4300-120-0000-7110-000-000	NN F		105.00	105.00
TOTAL PAYMENT AMOUNT								140.00 *	140.00
015768/00	CHAMBERLAIN, JOE MATTHEW								
2353	PO-182312	04/12/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		265.94	265.94
TOTAL PAYMENT AMOUNT								265.94 *	265.94
019910/00	CHANEY, AMY								
2351	PO-182310	04/12/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		355.19	355.19
2393	PO-182342	04/13/2018	REIMB PINS	1	01-7220-0-5800-472-1110-1000-014-000	NN F		474.95	474.95
TOTAL PAYMENT AMOUNT								830.14 *	830.14
015699/00	CLARK SECURITY PRODUCTS								
2171	PO-182111	04/12/2018	22k255559	1	01-8150-0-4300-106-0000-8110-007-000	NN P		190.28	190.28
2171	PO-182111	04/12/2018	22k252289	1	01-8150-0-4300-106-0000-8110-007-000	NN P		337.09	337.09
2171	PO-182111	04/12/2018	22k253384	1	01-8150-0-4300-106-0000-8110-007-000	NN P		144.38	144.38
2171	PO-182111	04/12/2018	22k465318-57J	1	01-8150-0-4300-106-0000-8110-007-000	NN M		0.00	-144.38
TOTAL PAYMENT AMOUNT								527.37 *	527.37
021573/00	CLEMENTS, KRISTEN								
2352	PO-182311	04/12/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		240.52	240.52
TOTAL PAYMENT AMOUNT								240.52 *	240.52
017119/00	COLEMAN, DUSTY								
2401	PO-182343	04/13/2018	MAR MILEAGE	1	01-5630-0-5800-601-1421-1000-017-000	NN F		96.29	96.29
TOTAL PAYMENT AMOUNT								96.29 *	96.29

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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
020779/00	COWAN, ANNE							
2350 PO-182309	04/12/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	189.12	189.12			
TOTAL PAYMENT AMOUNT				189.12 *				
010236/00	CREATIVE BUS SALES							
1720 PO-181665	04/12/2018	1529329	1 01-0000-0-6400-112-0000-3600-007-995 NN F	69,699.97	69,699.97			
TOTAL PAYMENT AMOUNT				69,699.97 *				
015647/00	D & S MARKETING SYSTEMS INC.							
2173 PO-182125	04/12/2018	A90706	1 01-0000-0-4300-472-1355-1000-014-000 YN F	1,579.60	1,579.60			
TOTAL PAYMENT AMOUNT				1,579.60 *				
TOTAL USE TAX AMOUNT				122.42				
021797/00	D3 SPORTS INC							
PV-180068	04/11/2018	INV28232	01-0076-0-5800-472-1110-4200-014-805 NN		175.69			
TOTAL PAYMENT AMOUNT				175.69 *				
017662/00	DEASON, STUART							
2388 PO-182323	04/12/2018	REIMB SUPPLIES	1 01-0000-0-4300-371-1110-1000-012-777 NN F	145.47	145.47			
TOTAL PAYMENT AMOUNT				145.47 *				
011613/00	DITTO PRINT & COPY							
2291 PO-182245	04/12/2018	5581	1 01-0000-0-5800-103-0000-3160-019-000 NN F	519.36	519.36			
TOTAL PAYMENT AMOUNT				519.36 *				
019943/00	DOCUMENT TRACKING SERVICES							
2365 PO-182314	04/12/2018	T-958430016	1 01-0000-0-5800-103-4760-1000-019-740 NN F	159.37	159.37			
TOTAL PAYMENT AMOUNT				159.37 *				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount
020941/00	EAZYHOLD	[REDACTED]			
2245 PO-182218	04/12/2018	1240	1 01-6500-0-4300-102-5750-1110-019-000 NY F	57.09	56.60
			TOTAL PAYMENT AMOUNT	56.60 *	56.60
017005/00	FERGUSON ENTERPRISES INC #686				
356 PO-180321	04/12/2018	5921989	1 01-8150-0-4300-106-0000-8110-007-000 NN P	51.07	51.07
			TOTAL PAYMENT AMOUNT	51.07 *	51.07
014616/00	GALLOWAY, KRISTEN				
2294 PO-182246	04/12/2018	TRAVEL EXPENSE	1 01-6500-0-5200-102-5750-1110-019-000 NN F	588.18	588.18
			TOTAL PAYMENT AMOUNT	588.18 *	588.18
011768/00	GIRARD EDWARDS STEVENS &	[REDACTED]			
2404 PO-182332	04/12/2018	1144	1 01-0000-0-5800-105-0000-7200-005-000 NE F	2,552.00	2,552.00
			TOTAL PAYMENT AMOUNT	2,552.00 *	2,552.00
022347/00	GIVE SOMETHING BACK	[REDACTED]			
2228 PO-182181	04/12/2018	IN-0724906	1 01-6500-0-4300-102-5770-1110-019-000 NN F	240.86	240.86
			TOTAL PAYMENT AMOUNT	240.86 *	240.86
017618/00	GOPHER SPORT				
2149 PO-182092	04/12/2018	9433866	1 01-6300-0-4300-371-1110-1000-012-000 NN F	1,999.50	1,990.18
			TOTAL PAYMENT AMOUNT	1,990.18 *	1,990.18
017718/00	GUIDING HANDS INC.				
782 PO-180744	04/12/2018	4889	1 01-6500-0-5800-102-5750-1180-019-000 NN P	3,854.20	3,854.20
782 PO-180744	04/12/2018	4807	1 01-6500-0-5800-102-5750-1180-019-000 NN P	125.00	125.00
782 PO-180744	04/12/2018	4917	1 01-6500-0-5800-102-5750-1180-019-000 NN P	250.00	250.00
			TOTAL PAYMENT AMOUNT	4,229.20 *	4,229.20

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
								Liq Amt Net Amount
015498/00	HARRIS WELDING							
570 PO-180534	04/12/2018	01741671	1	01-8150-0-4300-106-0000-8110-007-000	N	P		297.23 297.23
570 PO-180534	04/12/2018	01741672	1	01-8150-0-4300-106-0000-8110-007-000	N	M		-129.30 -129.30
570 PO-180534	04/12/2018	01739187	1	01-8150-0-4300-106-0000-8110-007-000	N	P		40.85 40.85
TOTAL PAYMENT AMOUNT				208.78	*			208.78
014431/00	HEAR SAY SPEECH AND LANGUAGE							
1257 PO-181220	04/12/2018	1503	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		285.00 285.00
TOTAL PAYMENT AMOUNT				285.00	*			285.00
021343/00	HUNTER, CURTIS							
2410 PO-182349	04/12/2018	JAN MILEAGE	1	01-0000-0-5200-472-1110-1000-014-000	NN	F		38.15 38.15
TOTAL PAYMENT AMOUNT				38.15	*			38.15
018727/00	JACKSON, JASON							
1442 PO-181400	04/11/2018	FEB MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN	P		43.60 43.60
TOTAL PAYMENT AMOUNT				43.60	*			43.60
016225/00	JAMES STANFIELD & CO. INC							
2129 PO-182169	04/12/2018	81921	1	01-1100-0-4300-472-1110-1000-014-995	NN	F		542.60 542.60
2129 PO-182169	04/12/2018	81921	2	01-6500-0-4300-102-5770-1110-019-000	NN	F		30.00 30.00
TOTAL PAYMENT AMOUNT				572.60	*			572.60
017653/00	JONES SCHOOL SUPPLY CO. INC							
2178 PO-182119	04/12/2018	1556468	1	01-0000-0-4300-371-1110-1000-012-777	YN	F		120.68 117.60
TOTAL PAYMENT AMOUNT				117.60	*			117.60
TOTAL USE TAX AMOUNT				9.11				
014500/00	JOPE, BRINA							
2346 PO-182306	04/12/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN	F		313.30 313.30
TOTAL PAYMENT AMOUNT				313.30	*			313.30

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
019086/00	KATRINA EMERSON							
2421 PO-182301	04/12/2018	#105	1 01-0000-0-5800-475-3200-4200-015-740 NY F	350.00	350.00			
TOTAL PAYMENT AMOUNT				350.00 *				
020606/00	KLATT, BEN							
2412 PO-182351	04/12/2018	REIMB SUPPLIES	1 01-0000-0-4300-472-1260-1000-014-000 NN F	54.70	54.70			
TOTAL PAYMENT AMOUNT				54.70 *				
019091/00	KNOX COMPANY							
2279 PO-182215	04/12/2018	INV01317987	1 01-8150-0-4300-106-0000-8110-007-000 NN F	1,163.71	1,140.01			
TOTAL PAYMENT AMOUNT				1,140.01 *				
014909/00	LANE, DOROTHY							
1728 PO-181678	04/12/2018	TRIP 1718, 1607	1 01-0000-0-5800-112-0000-3600-007-000 NN P	28.79	28.79			
TOTAL PAYMENT AMOUNT				28.79 *				
017899/00	LAWSON, BECKY							
2367 PO-182315	04/12/2018	REIMB REFRESHMENT	1 01-0000-0-4300-103-0000-2110-019-000 N F	17.49	17.49			
TOTAL PAYMENT AMOUNT				17.49 *				
014389/00	LOMOVA, YELENA							
532 PO-180489	04/12/2018	TRIP 1693	1 01-0000-0-5800-112-0000-3600-007-000 NN P	11.80	11.80			
TOTAL PAYMENT AMOUNT				11.80 *				
018713/00	MARQUEZ, PEDRO							
2357 PO-182313	04/12/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	199.95	199.95			
TOTAL PAYMENT AMOUNT				199.95 *				
022406/00	MAXIM HEALTHCARE SERVICES INC							
975 PO-180939	04/12/2018	VARIOUS INVOICES	1 01-0000-0-5800-109-0000-3140-004-000 NN F	13,398.70	13,398.70			
2361 PO-182277	04/12/2018	VARIOUS INVOICES	1 01-0000-0-5800-109-0000-3140-004-000 NN P	27,708.40	27,708.40			
2361 PO-182277	04/12/2018	5425780262	1 01-0000-0-5800-109-0000-3140-004-000 NN P	3,854.30	3,854.30			

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	
TOTAL PAYMENT AMOUNT				44,961.40 *				44,961.40
019087/00	MCCARTY, MELADEE							
1838 PO-181789	04/12/2018	MARCH 2018	1	01-6500-0-5800-102-5750-1180-019-000	NY P		1,600.00	1,600.00
TOTAL PAYMENT AMOUNT				1,600.00 *				1,600.00
016078/00	MCGLAUGHLIN, DONNA							
818 PO-180783	04/12/2018	MARCH 2018	1	01-6500-0-5800-102-5750-1180-019-000	NY P		2,970.00	2,970.00
TOTAL PAYMENT AMOUNT				2,970.00 *				2,970.00
017160/00	MCINNES, ROBERT							
2348 PO-182308	04/12/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		333.09	333.09
TOTAL PAYMENT AMOUNT				333.09 *				333.09
015663/00	MCNICHOLS, SHIRLEY							
2300 PO-182282	04/12/2018	REIMB WRIST BANDS	1	01-0000-0-5800-472-1110-1000-014-000	NN F		128.70	128.70
TOTAL PAYMENT AMOUNT				128.70 *				128.70
010563/00	MHL ENTERPRISES							
2398 PO-182329	04/12/2018	#805	1	01-8150-0-5800-106-0000-8110-007-000	NY F		127.50	127.50
TOTAL PAYMENT AMOUNT				127.50 *				127.50
022590/00	MICHAEL JONES							
1135 PO-181092	04/12/2018	TRIP 1618	1	01-0000-0-5800-112-0000-3600-007-000	NN P		7.76	7.76
TOTAL PAYMENT AMOUNT				7.76 *				7.76
016087/00	MICHAEL'S TRANSPORTATION SERV.							
555 PO-180518	04/12/2018	102280	2	01-0000-0-5800-112-0000-3600-007-000	NN P		6,075.00	6,075.00
TOTAL PAYMENT AMOUNT				6,075.00 *				6,075.00

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
019059/00	MILLENNIUM TERMITE & PEST								
39 PO-180036	04/12/2018	TR-71099	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		91.00	91.00
39 PO-180036	04/12/2018	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		59.00	59.00
39 PO-180036	04/12/2018	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		57.00	57.00
TOTAL PAYMENT AMOUNT								207.00 *	207.00
014353/00	MOBILE ONE WINDSHIELD REPAIR								
1629 PO-181565	04/12/2018	21702	1	01-0000-0-5600-112-0000-3600-007-000	NY	P		110.00	110.00
TOTAL PAYMENT AMOUNT								110.00 *	110.00
017315/00	NAPA AUTO PARTS - GENUINE AUTO								
2261 PO-182202	04/12/2018	20901850	1	01-0000-0-4300-112-0000-3600-007-000	NN	P		217.48	217.48
TOTAL PAYMENT AMOUNT								217.48 *	217.48
018419/00	NCPS								
1822 PO-181783	04/13/2018	NCPS3529	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		2,063.46	2,063.46
TOTAL PAYMENT AMOUNT								2,063.46 *	2,063.46
021173/00	NORTH STATE TIRE CO. INC								
2372 PO-182336	04/12/2018	K88582, K88820	1	01-0000-0-4300-112-0000-3600-007-000	NN	F		2,274.79	2,274.79
2372 PO-182336	04/12/2018	K89149	2	01-0000-0-5600-112-0000-3600-007-000	NN	F		342.50	342.50
2372 PO-182336	04/12/2018	K89165	3	01-0000-0-5800-112-0000-3600-007-000	NN	F		134.00	134.00
TOTAL PAYMENT AMOUNT								2,751.29 *	2,751.29
015787/00	O'REILLY AUTO PARTS								
16 PO-180016	04/12/2018	1333147	1	01-0000-0-4300-112-0000-3600-007-000	NN	P		504.20	504.20
TOTAL PAYMENT AMOUNT								504.20 *	504.20
021511/00	OCCUPATIONAL THERAPY FOR								
1204 PO-181166	04/12/2018	18-03-11	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		270.00	270.00
TOTAL PAYMENT AMOUNT								270.00 *	270.00

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017377/00	PLACER COUNTY OFFICE OF EDUC.						
2285 PO-182230	04/12/2018	AR18-01541	1	01-0000-0-5200-371-0000-2700-012-000	NN F	150.00	150.00
TOTAL PAYMENT AMOUNT						150.00 *	150.00
014069/00	PLATT ELECTRIC SUPPLY INC						
12 PO-180012	04/12/2018	R046829	1	01-8150-0-4300-106-0000-8110-007-000	NN P	158.50	158.50
TOTAL PAYMENT AMOUNT						158.50 *	158.50
021401/00	PRACTI-CAL INC						
2380 PO-182339	04/12/2018	340058	1	01-5640-0-5800-109-0000-3140-017-000	NN P	59.12	59.12
2380 PO-182339	04/12/2018	340118	1	01-5640-0-5800-109-0000-3140-017-000	NN P	110.48	110.48
2380 PO-182339	04/12/2018	340174	1	01-5640-0-5800-109-0000-3140-017-000	NN P	106.76	106.76
2380 PO-182339	04/12/2018	340231	1	01-5640-0-5800-109-0000-3140-017-000	NN P	355.18	355.18
2380 PO-182339	04/12/2018	340290	1	01-5640-0-5800-109-0000-3140-017-000	NN P	77.99	77.99
2380 PO-182339	04/12/2018	340272	1	01-5640-0-5800-109-0000-3140-017-000	NN P	77.88	77.88
2380 PO-182339	04/12/2018	339900	1	01-5640-0-5800-109-0000-3140-017-000	NN F	123.96	123.96
TOTAL PAYMENT AMOUNT						911.37 *	911.37
016973/00	PROJECT LEAD THE WAY						
2287 PO-182243	04/12/2018	128167	1	01-0000-0-5800-103-1110-1000-019-995	NN F	750.00	750.00
TOTAL PAYMENT AMOUNT						750.00 *	750.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
2167 PO-182107	04/12/2018	180304417	1	01-0000-0-5600-112-0000-3600-007-000	NN P	59.86	59.86
2167 PO-182107	04/12/2018	180303821	1	01-0000-0-5600-112-0000-3600-007-000	NN P	59.86	59.86
TOTAL PAYMENT AMOUNT						119.72 *	119.72
015628/00	RAMIREZ, SOLEDAD						
2306 PO-182283	04/12/2018	REIMB ONLINE ORDER	1	01-0000-0-4300-472-1385-1000-014-000	NN F	196.14	196.14
TOTAL PAYMENT AMOUNT						196.14 *	196.14

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS
010369/00	RAMOS OIL CO INC						
2397 PO-182328	04/12/2018	838472	1	01-0000-0-4340-112-0000-3600-007-000	NN P	19,438.60	19,438.60
TOTAL PAYMENT AMOUNT						19,438.60 *	19,438.60
010627/00	RIVERVIEW INTERNATIONAL TRUCKS						
267 PO-180215	04/12/2018	260381	2	01-0000-0-5600-112-0000-3600-007-000	NN P	535.60	535.60
1998 PO-181943	04/12/2018	260381	1	01-0000-0-4300-112-0000-3600-007-000	NN P	99.95	99.95
TOTAL PAYMENT AMOUNT						635.55 *	635.55
010242/00	ROTO-ROOTER PLUMBERS						
359 PO-180324	04/12/2018	309310849	1	01-8150-0-5800-106-0000-8110-007-000	NN P	760.00	760.00
TOTAL PAYMENT AMOUNT						760.00 *	760.00
010552/00	SAC VAL JANITORIAL						
997 PO-180964	04/12/2018	10289121	1	01-0000-0-4300-111-0000-8200-007-000	NN P	110.39	110.39
2230 PO-182161	04/12/2018	10290011	1	01-0000-0-9320-000-0000-0000-000-000	NN P	5,133.85	5,133.85
2230 PO-182161	04/12/2018	10290370	1	01-0000-0-9320-000-0000-0000-000-000	NN P	290.07	290.07
2230 PO-182161	04/12/2018	10290344	1	01-0000-0-9320-000-0000-0000-000-000	NN P	1,093.55	1,093.55
TOTAL PAYMENT AMOUNT						6,627.86 *	6,627.86
022018/00	SACRAMENTO AUTOGLASS & MIRROR						
2382 PO-182318	04/12/2018	ISAC025933	1	01-0000-0-4300-112-0000-3600-007-000	NN F	781.75	781.75
2382 PO-182318	04/12/2018	ISA025933	2	01-0000-0-5600-112-0000-3600-007-000	NN F	625.00	625.00
TOTAL PAYMENT AMOUNT						1,406.75 *	1,406.75
022398/00	SACRAMENTO COUNTY OFFICE OF ED						
2304 PO-182247	04/09/2018	181889	1	01-4035-0-5200-103-1110-1000-019-000	NN F	30.00	30.00
TOTAL PAYMENT AMOUNT						30.00 *	30.00
022536/00	SACRAMENTO COUNTY OFFICE OF ED						
2253 PO-182241	04/12/2018	181785	1	01-6500-0-7142-102-5770-9200-019-000	NN F	314,550.00	314,550.00
TOTAL PAYMENT AMOUNT						314,550.00 *	314,550.00

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Req Reference	Date	Description	FD RESO P OBJE SIT	GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount	
016337/00	SAECHAO, MUANG							
1474 PO-181437	04/12/2018	FEB AND MAR MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN F	209.72	367.64	
TOTAL PAYMENT AMOUNT						367.64 *	367.64	
020981/00	SAVE MART SUPERMARKETS							
498 PO-180456	04/12/2018	2448191	1	01-6500-0-4300-102-5750-1110-019-000	NN P	10.67	10.67	
TOTAL PAYMENT AMOUNT						10.67 *	10.67	
017234/00	SCHIRO, BONNIE							
2297 PO-182280	04/12/2018	SUPPLIES	1	01-0000-0-4300-472-1110-1000-014-604	N F	18.40	18.40	
TOTAL PAYMENT AMOUNT						18.40 *	18.40	
017763/00	SCHOOLDUDE.COM							
2399 PO-182330	04/12/2018	INV-22492	1	01-8150-0-5800-106-0000-8110-007-000	NN F	8,157.84	8,157.84	
TOTAL PAYMENT AMOUNT						8,157.84 *	8,157.84	
021404/00	SEELE, TINA							
2299 PO-182281	04/12/2018	REIMB SUPPLIES	1	01-0000-0-4300-472-1415-1000-014-000	NN F	63.35	63.35	
TOTAL PAYMENT AMOUNT						63.35 *	63.35	
016043/00	SHELTONS UNLIMITED MECHANICAL							
2333 PO-182258	04/12/2018	18-21033	1	01-8150-0-4300-106-0000-8110-007-000	NN F	376.46	376.46	
2333 PO-182258	04/12/2018	18-21033	2	01-8150-0-5600-106-0000-8110-007-000	NN F	288.00	288.00	
TOTAL PAYMENT AMOUNT						664.46 *	664.46	
010826/00	SHIFFLER EQUIPMENT SALES INC							
1273 PO-181226	04/12/2018	1808201000	1	01-8150-0-4300-106-0000-8110-007-000	NN P	50.93	50.93	
TOTAL PAYMENT AMOUNT						50.93 *	50.93	

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		
019683/00	SIERRA FOOTHILLS ACADEMY						
1794 PO-181741	04/12/2018	MARCH 2018	1 01-6500-0-5800-102-5750-1180-019-000 NN P	5,136.63	5,136.63		
TOTAL PAYMENT AMOUNT				5,136.63 *		5,136.63	
010263/00	SMUD						
22 PO-180022	04/12/2018	7000000347	1 01-0000-0-5510-106-0000-8110-007-000 NN P	48,763.05	48,763.05		
TOTAL PAYMENT AMOUNT				48,763.05 *		48,763.05	
018967/00	SPRINT CUSTOMER SERVICE						
23 PO-180023	04/12/2018	811116315-197	1 01-0000-0-5930-106-0000-8110-007-000 NN P	216.59	216.59		
132 PO-180115	04/12/2018	811116315-197	1 01-0000-0-5930-101-0000-7150-002-000 NN P	51.76	51.76		
477 PO-180430	04/12/2018	811116315-197	1 01-0000-0-5930-472-0000-2700-014-000 NN P	0.79	0.79		
543 PO-180509	04/12/2018	811116315-197	1 01-6500-0-5930-102-5060-2110-019-000 NN P	42.52	42.52		
608 PO-180573	04/12/2018	811116315-197	1 01-0000-0-5930-109-0000-3140-004-000 NN P	4.50	4.50		
783 PO-180745	04/12/2018	811116315-197	1 01-6387-0-5930-472-1110-1000-019-000 NN P	50.76	50.76		
2146 PO-182090	04/12/2018	811116315-197	1 01-0000-0-5930-115-0000-7700-007-000 NN P	125.16	125.16		
TOTAL PAYMENT AMOUNT				492.08 *		492.08	
018370/00	STANLEY CONVERGENT SECURITY						
46 PO-180043	04/12/2018	15452036	1 01-8150-0-5800-106-0000-8110-007-000 NN F	3,740.88	3,954.87		
TOTAL PAYMENT AMOUNT				3,954.87 *		3,954.87	
020252/00	STAPLES BUSINESS ADVANTAGE						
2154 PO-182095	04/12/2018	3372966499	1 01-5640-0-4300-601-1369-1000-017-000 NN F	292.95	292.95		
2154 PO-182095	04/12/2018	3372966500	2 01-5640-0-4400-601-1369-1000-017-000 NN F	234.52	234.52		
2235 PO-182165	04/12/2018	3372966501	1 01-0000-0-4300-240-0000-2700-011-000 NN F	13.81	13.81		
TOTAL PAYMENT AMOUNT				541.28 *		541.28	
010137/00	STATE BOARD OF EQUALIZATION						
1059 PO-181020	04/12/2018	57-415168	1 01-0000-0-5800-112-0000-3600-007-000 NN F	291.29	29.00		
TOTAL PAYMENT AMOUNT				29.00 *		29.00	

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Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MPS	
018066/00	SUPER DUPER INC.						
2200 PO-182144	04/09/2018	2333433A					
			1	01-5640-0-4300-601-1369-3150-017-000	YN F	293.51	272.40
		TOTAL PAYMENT AMOUNT				272.40 *	272.40
		TOTAL USE TAX AMOUNT				21.11	
020465/00	SUPPORTED LIFE INSTITUTE						
2158 PO-182185	04/12/2018	MAR-18					
			1	01-6500-0-5800-102-5750-1180-019-000	NN P	149.00	149.00
		TOTAL PAYMENT AMOUNT				149.00 *	149.00
022563/00	THERESA LUNSFORD						
2385 PO-182320	04/12/2018	REIMB GRAPH STAMPS					
			1	01-0000-0-4300-371-1110-1000-012-000	NN F	99.00	99.00
2385 PO-182320	04/12/2018	REIMB CONTAINERS					
			2	01-0000-0-4300-371-1110-1000-012-777	NN F	49.08	49.08
		TOTAL PAYMENT AMOUNT				148.08 *	148.08
014278/00	TOUCHBOARDS						
2226 PO-182180	04/12/2018	0651784-in					
			1	01-0000-0-4400-472-1500-1000-014-000	YN F	802.33	745.52
		TOTAL PAYMENT AMOUNT				745.52 *	745.52
		TOTAL USE TAX AMOUNT				57.78	
011554/00	TRACTOR SUPPLY CO						
1038 PO-180995	04/10/2018	6035 3012 0347 6674					
			1	01-0000-0-4300-106-0000-8110-007-000	NN P	281.83	281.83
		TOTAL PAYMENT AMOUNT				281.83 *	281.83
010415/00	TURF STAR INC						
2075 PO-182011	04/12/2018	608448-00					
			1	01-0000-0-6400-106-0000-8110-007-000	NN F	2,067.97	2,067.97
2075 PO-182011	04/12/2018	608448-00					
			2	01-0000-0-5800-106-0000-8110-007-000	NN F	313.00	313.00
		TOTAL PAYMENT AMOUNT				2,380.97 *	2,380.97
016370/00	TWIN RIVERS UNIFIED SCH DIST						
481 PO-180432	04/12/2018	181789					
			1	01-0000-0-5800-105-0000-8300-005-000	NN P	11,833.33	11,833.33
		TOTAL PAYMENT AMOUNT				11,833.33 *	11,833.33

081 CENTER UNIFIED SCHOOL DISTRICT J8966
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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		

010127/00	UNITED PARCEL SERVICE						
2112 PO-182063	04/11/2018	YW013148	1 01-0000-0-5920-103-0000-2110-019-000 NN P	2.21	2.21		
TOTAL PAYMENT AMOUNT				2.21 *	2.21		
022179/00	US HEALTHWORKS						
2420 PO-182355	04/12/2018	3297371	1 01-0000-0-5800-112-0000-3600-007-000 NN F	99.00	99.00		
TOTAL PAYMENT AMOUNT				99.00 *	99.00		
019041/00	VALLEY TRUCK & TRACTOR CO						
2283 PO-182242	04/12/2018	786339	1 01-0000-0-4300-112-0000-3600-007-000 NN F	1,182.65	1,182.65		
2283 PO-182242	04/12/2018	786339	2 01-0000-0-5600-112-0000-3600-007-000 NN F	1,040.00	1,040.00		
TOTAL PAYMENT AMOUNT				2,222.65 *	2,222.65		
015191/00	WACHOB, CYNTHIA						
817 PO-180782	04/12/2018	MAR MILEAGE	1 01-6500-0-5210-102-5060-2110-019-000 N F	57.29	57.29		
2011 PO-182017	04/12/2018	MAR MILEAGE	1 01-6500-0-5210-102-5060-2110-019-000 N P	48.17	48.17		
TOTAL PAYMENT AMOUNT				105.46 *	105.46		
016439/00	WEAVER, SANDRA						
2377 PO-182338	04/12/2018	REIMB AMAZON	1 01-0076-0-4300-472-1110-4200-014-809 NN F	496.64	496.64		
TOTAL PAYMENT AMOUNT				496.64 *	496.64		
022348/00	WILSON, SHERRY						
881 PO-180838	04/12/2018	TRIP 1719	1 01-0000-0-5800-112-0000-3600-007-000 NN P	15.00	15.00		
TOTAL PAYMENT AMOUNT				15.00 *	15.00		
020543/00	WINBORNE, JENNIFER						
2317 PO-182285	04/12/2018	REIMB SUPPLIES	1 01-0000-0-4300-472-1110-1000-014-000 NN F	26.80	26.80		
2343 PO-182304	04/12/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	200.69	200.69		
TOTAL PAYMENT AMOUNT				227.49 *	227.49		

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Reg Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MPS	Liq Amt Net Amount

010663/00	CARPENTERS TRAINING TRUST FUND [REDACTED]						
2358 PO-182274	04/12/2018	DOI(AT18-418)	1	11-3926-0-4200-600-4130-1000-015-000	NY F		451.10 452.59
TOTAL PAYMENT AMOUNT				452.59 *			452.59
017576/00	OFFICE DEPOT						
2148 PO-182101	04/12/2018	117328368001	1	11-6391-0-4300-600-4130-1000-015-000	NN P		104.93 104.93
2148 PO-182101	04/12/2018	117328367001	1	11-6391-0-4300-600-4130-1000-015-000	NN F		25.82 25.83
TOTAL PAYMENT AMOUNT				130.76 *			130.76
020252/00	STAPLES BUSINESS ADVANTAGE [REDACTED]						
2154 PO-182095	04/12/2018	3372904505	3	11-6391-0-4300-600-4130-1000-015-000	NN F		292.98 292.98
2154 PO-182095	04/12/2018	3372032668	4	11-6391-0-4400-600-4130-1000-015-000	NN F		234.51 234.50
TOTAL PAYMENT AMOUNT				527.48 *			527.48
018015/00	TOMPKINS, SHELLEY						
2345 PO-182272	04/12/2018	MARCH MILEAGE	1	11-6391-0-5800-600-4130-1000-015-000	NN F		37.39 37.39
TOTAL PAYMENT AMOUNT				37.39 *			37.39
TOTAL FUND PAYMENT				1,148.22 **			1,148.22

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net	Amount

014156/00	COUNTY OF SACRAMENTO							
191 PO-180178	04/12/2018	AR0006768	1	13-5310-0-5800-108-0000-3700-007-000	NN P	925.00	925.00	
TOTAL PAYMENT AMOUNT						925.00 *		925.00
011205/00	CULTURE SHOCK YOGURT							
181 PO-180172	04/12/2018	6270	1	13-5310-0-4700-108-0000-3700-007-000	NN P	214.00	214.00	
TOTAL PAYMENT AMOUNT						214.00 *		214.00
022586/00	D&P Creamery							
111 PO-180095	04/12/2018	50105	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,346.55	1,346.55	
111 PO-180095	04/12/2018	50120	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,025.49	1,025.49	
111 PO-180095	04/12/2018	50110	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,198.37	1,198.37	
111 PO-180095	04/12/2018	50130	1	13-5310-0-4700-108-0000-3700-007-000	NN P	693.08	693.08	
111 PO-180095	04/12/2018	50125	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,276.05	1,276.05	
111 PO-180095	04/12/2018	50135	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,276.67	1,276.67	
TOTAL PAYMENT AMOUNT						6,816.21 *		6,816.21
011602/00	DANIELSEN CO., THE							
78 PO-180050	04/12/2018	162438	1	13-5310-0-4700-108-0000-3700-007-000	N P	933.34	933.34	
78 PO-180050	04/12/2018	162438	2	13-5310-0-4300-108-0000-3700-007-000	N P	743.80	743.80	
TOTAL PAYMENT AMOUNT						1,677.14 *		1,677.14
021080/00	GOLD STAR FOODS INC							
81 PO-180053	04/12/2018	2372234	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,788.36	2,788.36	
81 PO-180053	04/12/2018	2359437	1	13-5310-0-4700-108-0000-3700-007-000	NN P	70.75	70.75	
81 PO-180053	04/12/2018	2372246	1	13-5310-0-4700-108-0000-3700-007-000	NN P	199.16	199.16	
81 PO-180053	04/12/2018	2373159	1	13-5310-0-4700-108-0000-3700-007-000	NN P	102.24	102.24	
81 PO-180053	04/12/2018	2372577	1	13-5310-0-4700-108-0000-3700-007-000	NN P	546.36	546.36	
TOTAL PAYMENT AMOUNT						3,706.87 *		3,706.87
014098/00	JEW, JEANNENE							
2379 PO-182299	04/12/2018	REIMB GLUTEN FREE FOOD	1	13-5310-0-4700-108-0000-3700-007-000	NN F	20.67	20.67	
TOTAL PAYMENT AMOUNT						20.67 *		20.67

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		

021194/00	PRUDENTIAL OVERALL SUPPLY INC						
113 PO-180097	04/12/2018	180304416	1 13-5310-0-5800-108-0000-3700-007-000 NN P	77.75	77.75		
TOTAL PAYMENT AMOUNT				77.75 *			77.75
018967/00	SPRINT CUSTOMER SERVICE						
177 PO-180143	04/12/2018	811116315-197	1 13-5310-0-5930-108-0000-3700-007-000 NN P	7.24	7.24		
TOTAL PAYMENT AMOUNT				7.24 *			7.24
018374/00	SWETT, MICHELLE						
2305 PO-182262	04/12/2018	JAN-FEB MILEAGE	1 13-5310-0-5210-108-0000-3700-007-000 NN F	37.22	37.22		
TOTAL PAYMENT AMOUNT				37.22 *			37.22
011422/00	SYSKO OF SAN FRANCISCO						
80 PO-180052	04/12/2018	131709743	1 13-5310-0-4700-108-0000-3700-007-000 NN P	1,755.94	1,755.94		
80 PO-180052	04/12/2018	131709743	2 13-5310-0-4300-108-0000-3700-007-000 NN P	321.73	321.73		
TOTAL PAYMENT AMOUNT				2,077.67 *			2,077.67
TOTAL FUND PAYMENT				15,559.77 **			15,559.77

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS						
								Liq Amt	Net Amount
016043/00	SHELTONS UNLIMITED MECHANICAL								
685 PO-180666	04/12/2018	18-21070	1	14-0024-0-4400-106-9265-8110-007-000	NN F			3,053.18	3,053.18
685 PO-180666	04/12/2018	18-21070	2	14-0024-0-5600-106-9265-8110-007-000	NN F			2,999.99	2,999.99
685 PO-180666	04/12/2018	18-21070	3	14-0024-0-5800-106-9265-8110-007-000	NN F			309.00	309.00
TOTAL PAYMENT AMOUNT				6,362.17 *					6,362.17
019419/00	WEST COAST INDUSTRIAL								
2155 PO-182096	04/12/2018	354188	1	14-0024-0-5800-106-9223-8110-007-000	NN F			4,434.00	4,434.00
TOTAL PAYMENT AMOUNT				4,434.00 *					4,434.00
TOTAL FUND			PAYMENT	10,796.17 **					10,796.17

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 04-123-18
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
011166/00	DAILY JOURNAL CORPORATION							
2339 PO-182335	04/12/2018	A3111596	1 21-0000-0-6200-472-0000-8500-007-171 NN F	512.40	512.40			
TOTAL PAYMENT AMOUNT				512.40 *				512.40
021105/00	SIGNATURE REPROGRAPHICS INC							
2322 PO-182254	04/12/2018	261693	1 21-0000-0-6200-472-0000-8500-007-171 NN P	338.95	338.95			
TOTAL PAYMENT AMOUNT				338.95 *				338.95
TOTAL FUND PAYMENT				851.35 **				851.35
TOTAL BATCH PAYMENT				643,033.28 ***	0.00			643,033.28
TOTAL USE TAX AMOUNT				284.02				
TOTAL DISTRICT PAYMENT				643,033.28 ****	0.00			643,033.28
TOTAL USE TAX AMOUNT				284.02				
TOTAL FOR ALL DISTRICTS:				643,033.28 ****	0.00			643,033.28
TOTAL USE TAX AMOUNT				284.02				

Number of checks to be printed: 136, not counting voids due to stub overflows.

Batch status: A All

From batch: 0053

To batch: 0053

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J9208
04-19-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0053 04-19-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
014733/00	ALL WEST COACHLINES INC.								
2447 PO-182372	04/19/2018	67072	1	01-0076-0-5865-472-1110-4200-014-915	NN F			942.90	942.90
TOTAL PAYMENT AMOUNT				942.90 *					942.90
019504/00	B & H PHOTO-VIDEO								
2370 PO-182296	04/19/2018	140875279	1	01-0000-0-4400-101-1110-1000-002-000	NN F			1,075.35	990.55
TOTAL PAYMENT AMOUNT				990.55 *					990.55
019624/00	B & H VIDEO								
1801 PO-181745	04/19/2018	139259631	1	01-6387-0-4300-472-1110-1000-019-000	NN F			624.53	624.53
1801 PO-181745	04/19/2018	139259631	2	01-6387-0-4400-472-1110-1000-019-000	YN P			95.32	95.32
1801 PO-181745	04/19/2018	139151769	2	01-6387-0-4400-472-1110-1000-019-000	YN P			1,497.00	1,497.00
1801 PO-181745	04/19/2018	139132162	2	01-6387-0-4400-472-1110-1000-019-000	YN P			4,838.25	4,838.25
1801 PO-181745	04/19/2018	139767207	2	01-6387-0-4400-472-1110-1000-019-000	YN F			2,495.59	579.95
TOTAL PAYMENT AMOUNT				7,635.05 *					7,635.05
TOTAL USE TAX AMOUNT				543.32					
015718/00	BASIC PACIFIC								
PV-180072	04/19/2018	APRIL 30,2018		01-0000-0-9552-000-0000-0000-000-000	NN				5,586.67
TOTAL PAYMENT AMOUNT				5,586.67 *					5,586.67
016106/00	BERGER, CHRISTINE								
2424 PO-182362	04/19/2018	REIMB CABLES	1	01-6500-0-4300-102-5750-1110-019-000	NN F			62.18	62.18
TOTAL PAYMENT AMOUNT				62.18 *					62.18
020215/00	BIANCALANA, KIM								
2479 PO-182419	04/19/2018	REIMB LUNCH	1	01-7338-0-4300-472-1110-1000-014-000	NN F			352.00	352.00
TOTAL PAYMENT AMOUNT				352.00 *					352.00
016540/00	BLOCK AND COMPANY INC								
2409 PO-182333	04/19/2018	I4660405	1	01-0000-0-4300-105-0000-7200-005-000	NN F			242.99	242.99
TOTAL PAYMENT AMOUNT				242.99 *					242.99

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ACCOUNTS PAYABLE PRELIST
BATCH: 0053 04-19-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
018071/00	BRADY, ASHLEY								
2473	PO-182413	04/19/2018	MARCH MILEAGE	1	01-6520-0-5200-472-5770-1110-019-000	NN F		65.94	65.94
TOTAL PAYMENT AMOUNT								65.94 *	65.94
022494/00	CALDWELL, LISA								
2497	PO-182432	04/19/2018	REIMB REFFRESHMENTS	1	01-4203-0-4300-103-4760-1000-019-000	NN F		181.25	181.25
TOTAL PAYMENT AMOUNT								181.25 *	181.25
022566/00	CALIFORNIA FBLA								
2503	PO-182437	04/19/2018	4/12-15 HOTEL ROOMS	1	01-6387-0-5200-472-1110-1000-019-000	NN F		3,520.00	3,520.00
TOTAL PAYMENT AMOUNT								3,520.00 *	3,520.00
020305/00	CDW GOVERNMENT INC.								
2047	PO-181983	04/19/2018	MBB7055	1	01-3010-0-4400-475-3200-1000-015-000	NN F		771.27	746.96
2341	PO-182271	04/19/2018	MHW9364	1	01-5640-0-4300-601-1369-2700-017-000	NN F		155.96	155.96
2432	PO-182357	04/19/2018	MJZ7511	1	01-0000-0-4300-115-0000-7700-007-000	NN F		983.55	983.56
TOTAL PAYMENT AMOUNT								1,886.48 *	1,886.48
014449/00	CENTER HIGH SCHOOL STUDENT								
2440	PO-182370	04/19/2018	5 PURPLE CORD	1	01-0000-0-4300-101-0000-7150-002-000	NN F		25.00	25.00
2440	PO-182370	04/19/2018	PURPLE CORD DINNER	2	01-0000-0-4300-120-0000-7110-000-000	NN F		100.00	100.00
TOTAL PAYMENT AMOUNT								125.00 *	125.00
015768/00	CHAMBERLAIN, JOE MATTHEW								
2509	PO-182457	04/19/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		57.24	57.24
TOTAL PAYMENT AMOUNT								57.24 *	57.24
019910/00	CHANEY, AMY								
2508	PO-182456	04/19/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F		79.42	79.42
TOTAL PAYMENT AMOUNT								79.42 *	79.42

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ACCOUNTS PAYABLE PRELIST
BATCH: 0053 04-19-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
022562/00	CHRISTIAN RILEY							
2457 PO-182402	04/19/2018	MILEAGE	1 01-6500-0-5200-102-5750-1110-019-000 NN F	52.98	52.98			
TOTAL PAYMENT AMOUNT				52.98 *			52.98	
013928/00	CINTAS LOCATION 622							
108 PO-180057	04/19/2018	622140950	1 01-0000-0-5800-111-0000-8200-007-000 NN P	8.88	8.88			
108 PO-180057	04/19/2018	622140951	1 01-0000-0-5800-111-0000-8200-007-000 NN P	5.83	5.83			
108 PO-180057	04/19/2018	622140952	1 01-0000-0-5800-111-0000-8200-007-000 NN P	55.40	55.40			
108 PO-180057	04/19/2018	622140953	1 01-0000-0-5800-111-0000-8200-007-000 NN P	23.55	23.55			
108 PO-180057	04/19/2018	622140954	1 01-0000-0-5800-111-0000-8200-007-000 NN P	8.68	8.68			
108 PO-180057	04/19/2018	622140955	1 01-0000-0-5800-111-0000-8200-007-000 NN P	8.68	8.68			
108 PO-180057	04/19/2018	622140956	1 01-0000-0-5800-111-0000-8200-007-000 NN P	25.33	25.33			
108 PO-180057	04/18/2018	622140957	1 01-0000-0-5800-111-0000-8200-007-000 NN P	48.25	48.25			
TOTAL PAYMENT AMOUNT				184.60 *			184.60	
018180/00	CITRUS HEIGHTS SAW & MOWER							
2435 PO-182368	04/19/2018	15 INVOICES	1 01-0000-0-4300-106-0000-8110-007-000 NN F	1,188.83	1,188.83			
2435 PO-182368	04/19/2018	15 INVOICES	2 01-0000-0-5600-106-0000-8110-007-000 NN F	572.50	572.50			
2435 PO-182368	04/19/2018	15 INVOICES	3 01-0000-0-5800-106-0000-8110-007-000 NN F	388.94	388.94			
TOTAL PAYMENT AMOUNT				2,150.27 *			2,150.27	
015699/00	CLARK SECURITY PRODUCTS							
2171 PO-182111	04/19/2018	22K258095	1 01-8150-0-4300-106-0000-8110-007-000 NN P	318.83	318.83			
TOTAL PAYMENT AMOUNT				318.83 *			318.83	
021573/00	CLEMENTS, KRISTEN							
2504 PO-182438	04/19/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	27.55	27.55			
TOTAL PAYMENT AMOUNT				27.55 *			27.55	
014557/00	COLLEGE OAK TOW & TRANSPORT							
29 PO-180028	04/18/2018	T14550	1 01-0000-0-5800-112-0000-3600-007-000 NN P	195.00	195.00			
TOTAL PAYMENT AMOUNT				195.00 *			195.00	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0053 04-19-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
014357/00	COOK, KAREN								
2429 PO-182366	04/19/2018	REIMB IPAD CASES	1	01-0000-0-4300-371-1110-1000-012-000	NN F			39.18	39.18
TOTAL PAYMENT AMOUNT								39.18 *	39.18
020779/00	COWAN, ANNE								
2502 PO-182436	04/19/2018	TRAVEL EXPENSE	1	01-7220-0-5200-472-1110-1000-014-000	NN F			67.84	67.84
TOTAL PAYMENT AMOUNT								67.84 *	67.84
010236/00	CREATIVE BUS SALES								
1811 PO-181750	04/19/2018	5131990	1	01-0000-0-4300-112-0000-3600-007-995	NN F			12,650.09	12,644.77
1811 PO-181750	04/19/2018	5131990	2	01-0000-0-5800-112-0000-3600-007-995	NN F			18,000.00	18,000.00
1812 PO-181751	04/19/2018	5131988	1	01-0000-0-5800-112-0000-3600-007-995	NN F			5,950.00	5,950.00
TOTAL PAYMENT AMOUNT								36,594.77 *	36,594.77
018079/00	DAUBENMIRE, TRACIE								
2478 PO-182418	04/19/2018	SPEC ED SUPPLIES	1	01-6500-0-4300-102-5770-1110-019-000	NN F			653.99	653.99
TOTAL PAYMENT AMOUNT								653.99 *	653.99
014383/00	DEL ORO TRACK AND FIELD								
2296 PO-182396	04/19/2018	TRACK AND FIELD	1	01-0076-0-5800-472-1110-4200-014-815	NN F			250.00	250.00
TOTAL PAYMENT AMOUNT								250.00 *	250.00
018951/00	DELL								
2115 PO-182047	04/19/2018	10231013401	2	01-5640-0-4400-601-1369-2700-017-000	NN F			393.75	377.95
2124 PO-182100	04/19/2018	10232899886	1	01-3010-0-4400-475-3200-1000-015-000	NN F			1,811.22	1,794.32
TOTAL PAYMENT AMOUNT								2,172.27 *	2,172.27
010481/00	DEMCO INC								
2223 PO-182177	04/19/2018	6348446	1	01-0000-0-4300-103-0000-2420-019-000	NN F			214.51	220.08
2262 PO-182208	04/19/2018	6351090	1	01-0000-0-4300-103-0000-2420-019-000	NN F			986.68	986.65
TOTAL PAYMENT AMOUNT								1,206.73 *	1,206.73

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP	T9MPS	Liq Amt	Net Amount		
017213/00	DIVISION OF STATE ARCHITECT											
2538 PO-182459	04/19/2018	34-H9,DSA02-59763	1	01-0000-0-5800-106-0000-8500-007-995	NN	F			500.00	500.00		
TOTAL PAYMENT AMOUNT									500.00 *		500.00	
017213/02	DIVISION OF STATE ARCHITECT											
2541 PO-182461	04/18/2018	34-H9,DSA02-60768	1	01-0000-0-5800-106-0000-8500-007-995	NN	F			500.00	500.00		
TOTAL PAYMENT AMOUNT									500.00 *		500.00	
017213/03	DIVISION OF STATE ARCHITECT											
2540 PO-182460	04/19/2018	34-H9,DSA02-59966	1	01-0000-0-5800-106-0000-8500-007-995	NN	F			500.00	500.00		
TOTAL PAYMENT AMOUNT									500.00 *		500.00	
011543/00	EDWARDS, LORI											
2465 PO-182407	04/19/2018	WALL ART	1	01-0000-0-4300-240-0000-2700-011-000	NN	F			43.66	43.66		
2475 PO-182415	04/17/2018	WALL ART	1	01-0000-0-4300-240-0000-2700-011-000	NN	F			165.49	165.49		
TOTAL PAYMENT AMOUNT									209.15 *		209.15	
010590/00	ELECTRONIX EXPRESS											
2355 PO-182290	04/18/2018	612902	1	01-0000-0-4300-472-1260-1000-014-000	YN	F			305.07	284.82		
TOTAL PAYMENT AMOUNT									284.82 *		284.82	
TOTAL USE TAX AMOUNT									22.07			
019662/00	FARREL, JASON											
2499 PO-182433	04/19/2018	REIMB ART SUPPLIES	1	01-0000-0-4300-236-1110-1000-009-000	NN	F			41.45	41.45		
TOTAL PAYMENT AMOUNT									41.45 *		41.45	
014292/00	FLINN SCIENTIFIC INC											
2316 PO-182252	04/19/2018	2201130	1	01-1100-0-4300-472-1110-1000-014-995	NN	F			538.53	538.53		
TOTAL PAYMENT AMOUNT									538.53 *		538.53	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

014500/00 JOPE, BRINA

2506 PO-182455 04/19/2018 REIMB TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	93.60	93.60
TOTAL PAYMENT AMOUNT	93.60 *		93.60

010355/00 KAISER FOUNDATION HEALTH PLAN

PV-180070 04/19/2018 MAY

01-0000-0-9552-000-0000-0000-000-000 NN	144,913.42
TOTAL PAYMENT AMOUNT	144,913.42 *

016490/00 LORI KIM

2468 PO-182409 04/19/2018 SPEC ED SUPPLIES	1 01-6500-0-4300-102-5770-1110-019-000 NN F	52.81	52.81
TOTAL PAYMENT AMOUNT	52.81 *		52.81

017726/00 LOS ANGELES FREIGHTLINER

36 PO-180033 04/19/2018 XA410002357:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	965.64	965.64
36 PO-180033 04/19/2018 XA410002764:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	506.82	506.82
36 PO-180033 04/19/2018 XA410002090:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	52.52	52.52
36 PO-180033 04/19/2018 XA410003978:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	507.59	507.59
36 PO-180033 04/19/2018 XA410002784:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	430.93	430.93
36 PO-180033 04/19/2018 XA410003665:01	1 01-0000-0-4300-112-0000-3600-007-000 NN M	-436.60	-436.60
36 PO-180033 04/19/2018 XA410003664:01	1 01-0000-0-4300-112-0000-3600-007-000 NN M	-371.22	-371.22
36 PO-180033 04/19/2018 XA410002090:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	770.13	770.13
36 PO-180033 04/19/2018 XA410003049:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P	195.04	195.04
TOTAL PAYMENT AMOUNT	2,620.85 *		2,620.85

020602/00 MCGRAW HILL SCHOOL EDUCATION

2326 PO-182264 04/19/2018 102569932001	1 01-0037-0-4100-103-1110-1000-019-000 NN F	2,594.89	2,606.97
TOTAL PAYMENT AMOUNT	2,606.97 *		2,606.97

017160/00 MCINNES, ROBERT

2501 PO-182435 04/19/2018 TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F	69.17	69.17
TOTAL PAYMENT AMOUNT	69.17 *		69.17

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
016087/00	MICHAEL'S TRANSPORTATION SERV.							
555 PO-180518	04/19/2018	102700	2 01-0000-0-5800-112-0000-3600-007-000	NN F		1,283.75	1,283.75	
2368 PO-182295	04/19/2018	102700	1 01-0000-0-5800-112-0000-3600-007-000	NN P		4,791.25	4,791.25	
TOTAL PAYMENT AMOUNT			6,075.00 *				6,075.00	
019828/00	MIRANDA, RYAN							
2461 PO-182394	04/19/2018	TRAVEL EXPENSE	1 01-5640-0-5200-601-1369-1000-017-000	NN F		113.13	113.13	
TOTAL PAYMENT AMOUNT			113.13 *				113.13	
019837/00	MORENO, MARGARITA							
2510 PO-182449	04/19/2018	REIMB SUPPLIES	1 01-0000-0-4300-240-1110-1000-011-000	NN F		16.16	16.16	
TOTAL PAYMENT AMOUNT			16.16 *				16.16	
021058/00	MULDOON, CARRIE							
2505 PO-182454	04/26/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000	NN F		55.37	55.37	
TOTAL PAYMENT AMOUNT			55.37 *				55.37	
010235/00	NASCO							
2312 PO-182250	04/19/2018	945889	1 01-0000-0-4300-472-1415-1000-014-000	NN F		56.81	56.81	
TOTAL PAYMENT AMOUNT			56.81 *				56.81	
014528/00	NATIONAL SCIENCE TEACHERS							
2145 PO-182170	04/18/2018	3947374	1 01-0000-0-4200-472-0000-2700-014-000	YY F		373.02	346.19	
TOTAL PAYMENT AMOUNT			346.19 *				346.19	
TOTAL USE TAX AMOUNT			26.83					
019916/00	NCS PEARSON INC							
2038 PO-181977	04/18/2018	11553229	1 01-6500-0-4300-102-5770-1110-019-000	NN F		451.15	447.34	
TOTAL PAYMENT AMOUNT			447.34 *				447.34	

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
021173/00	NORTH STATE TIRE CO. INC								
2507 PO-182439	04/19/2018	K89318,K89354		1 01-0000-0-4300-112-0000-3600-007-000 NN F			977.46	977.46	977.46
				TOTAL PAYMENT AMOUNT	977.46 *				977.46
017576/00	OFFICE DEPOT								
2188 PO-182174	04/19/2018	122141723001		1 01-0000-0-4300-472-0000-2700-014-000 NN F			39.36	39.36	39.36
2188 PO-182174	04/19/2018	122141723001		2 01-0000-0-5800-472-0000-2700-014-000 NN F			54.29	54.28	54.28
2239 PO-182240	04/19/2018	123904248001		1 01-6500-0-4300-102-5770-1120-019-000 NN F			72.05	63.41	63.41
2324 PO-182255	04/19/2018	123905451001		1 01-0000-0-4300-240-1110-1000-011-000 NN P			605.26	605.26	605.26
2324 PO-182255	04/19/2018	123905451002		1 01-0000-0-4300-240-1110-1000-011-000 NN F			112.71	112.71	112.71
2330 PO-182257	04/19/2018	123900442001		1 01-0000-0-4300-236-1110-1000-009-000 NN F			67.43	67.43	67.43
				TOTAL PAYMENT AMOUNT	942.45 *				942.45
021050/00	PACHECO, SHAWNA								
2471 PO-182411	04/19/2018	MILEAGE & PARKING		1 01-6520-0-5200-472-5770-1110-019-000 NN F			135.35	135.35	135.35
				TOTAL PAYMENT AMOUNT	135.35 *				135.35
014069/00	PLATT ELECTRIC SUPPLY INC								
12 PO-180012	04/19/2018	R107876		1 01-8150-0-4300-106-0000-8110-007-000 NN P			435.71	435.71	435.71
				TOTAL PAYMENT AMOUNT	435.71 *				435.71
016834/00	POWER SYSTEMS								
2331 PO-182266	04/19/2018	8359174		1 01-5640-0-4300-601-1369-3110-017-084 NN F			35.64	36.19	36.19
				TOTAL PAYMENT AMOUNT	36.19 *				36.19
021194/00	PRUDENTIAL OVERALL SUPPLY INC								
2167 PO-182107	04/19/2018	180304989		1 01-0000-0-5600-112-0000-3600-007-000 NN P			56.38	56.38	56.38
				TOTAL PAYMENT AMOUNT	56.38 *				56.38
015628/00	RAMIREZ, SOLEDAD								
2374 PO-182397	04/19/2018	REIMB BOOKS		1 01-1100-0-4200-472-1110-1000-014-995 NN F			384.00	384.00	384.00
2374 PO-182397	04/19/2018	REIMB BOOKS		2 01-0000-0-4200-472-1385-1000-014-000 NN F			161.00	161.00	161.00
				TOTAL PAYMENT AMOUNT	545.00 *				545.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
019349/00	RANDY PETERS CATERING								
2500 PO-182434	04/19/2018	INV 22728		1 01-7338-0-5800-472-1110-1000-014-000 NN F			4,553.13	4,553.13	
				TOTAL PAYMENT AMOUNT		4,553.13 *			4,553.13
010552/00	SAC VAL JANITORIAL								
2230 PO-182161	04/19/2018	10290803		1 01-0000-0-9320-000-0000-0000-000 NN P			683.75	683.75	
2230 PO-182161	04/18/2018	10291015		1 01-0000-0-9320-000-0000-0000-000 NN P			49.61	49.61	
2230 PO-182161	04/19/2018	10290805		1 01-0000-0-9320-000-0000-0000-000 NN P			137.93	137.93	
2230 PO-182161	04/19/2018	10290807		1 01-0000-0-9320-000-0000-0000-000 NN P			1,461.25	1,461.25	
				TOTAL PAYMENT AMOUNT		2,332.54 *			2,332.54
021282/00	SACRAMENTO COUNTY OFFICE OF								
2425 PO-182399	04/19/2018	181726		1 01-6500-0-5200-102-5001-2700-019-000 NN P			490.00	490.00	
2425 PO-182399	04/19/2018	181725		1 01-6500-0-5200-102-5001-2700-019-000 NN F			565.95	490.00	
				TOTAL PAYMENT AMOUNT		980.00 *			980.00
010266/00	SACRAMENTO COUNTY UTILITIES								
21 PO-180021	04/19/2018	50000185866		1 01-0000-0-5520-106-0000-8110-007-000 N P			863.44	863.44	
				TOTAL PAYMENT AMOUNT		863.44 *			863.44
020981/00	SAVE MART SUPERMARKETS								
498 PO-180456	04/19/2018	2448190		1 01-6500-0-4300-102-5750-1110-019-000 NN F			8.67	24.31	
				TOTAL PAYMENT AMOUNT		24.31 *			24.31
022319/00	SCHOLASTIC INC								
2315 PO-182303	04/19/2018	M6454723 5		1 01-0000-0-4300-472-1655-1000-014-000 NN F			399.88	373.56	
				TOTAL PAYMENT AMOUNT		373.56 *			373.56
014786/00	SCHOOL SPECIALTY								
2244 PO-182187	04/19/2018	308102972647		1 01-0000-0-4300-240-0000-2700-011-000 NN F			50.90	50.90	
2244 PO-182187	04/19/2018	308102972647		2 01-0000-0-4300-240-1110-1000-011-000 NN F			70.49	70.48	
2314 PO-182251	04/18/2018	308102973814		1 01-0000-0-4300-472-1415-1000-014-000 NN F			66.46	66.46	
				TOTAL PAYMENT AMOUNT		187.84 *			187.84

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Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
010373/00	SCHOOLS	INSURANCE AUTHORITY	*					
2523	PO-182448	04/17/2018	2018-2019UST-01	1	01-0000-0-5800-112-0000-3600-007-000	NN	F	940.08
								940.08
								940.08
								940.08
020811/00	SHRED-IT USA LLC							
463	PO-180422	04/19/2018	8124447498	1	01-0000-0-5800-371-0000-2700-012-000	NN	F	49.15
1319	PO-181286	04/19/2018	8124446725	1	01-0000-0-5800-106-0000-7200-007-000	NN	P	80.00
								80.00
								118.57
								118.57
010010/00	SIERRA SCHOOL							
1250	PO-181196	04/19/2018	234745	1	01-6500-0-5800-102-5750-1180-019-000	NN	P	1,424.60
								1,424.60
								1,424.60
								1,424.60
014558/00	SPURR							
15	PO-180015	04/19/2018	90797	1	01-0000-0-5515-106-0000-8110-007-000	NN	P	7,757.73
								7,757.73
								7,757.73
								7,757.73
020444/00	SUMMERS, KATHY							
2415	PO-182378	04/19/2018	reimb amazon order	1	01-1100-0-4300-472-1110-1000-014-995	NN	F	172.70
								172.70
								172.70
								172.70
018066/00	SUPER DUPER INC.							
2224	PO-182178	04/19/2018	2336231A	1	01-6500-0-4300-102-5770-1120-019-000	NN	F	374.96
								348.94
								348.94
								348.94
019383/00	SUTTER HEALTH PLUS							
PV-180073	04/19/2018	MAY PREMIUM		01-0000-0-9552-000-0000-0000-000-000	NN			32,979.64
								32,979.64
								32,979.64
								32,979.64

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
017313/00	XEROX							
1	PO-180001	04/19/2018	702180583	2	01-3010-0-5600-240-1110-1000-011-000	NN F	86.10	84.77
143	PO-180120	04/19/2018	300506637A	1	01-0000-0-4300-116-0000-8200-007-992	NN P	3,535.49	3,535.49
142	PO-180121	04/19/2018	300506637	1	01-0000-0-5800-116-1920-8200-007-000	NN P	35,234.30	35,234.30
2031	PO-181972	04/19/2018	230071787	1	01-0000-0-5800-116-1920-8200-007-000	NN P	1,999.96	1,999.96
TOTAL PAYMENT AMOUNT					40,854.52 *			40,854.52
TOTAL FUND PAYMENT					469,268.14 **			469,268.14
TOTAL USE TAX AMOUNT					592.22			

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
022291/00	BURLINGTON ENGLISH INC								
2378	PO-182298	04/19/2018	I12212						
				1	11-6391-0-5800-600-4130-1000-015-000	NN F		13,800.00	11,040.00
					TOTAL PAYMENT AMOUNT			11,040.00 *	11,040.00
020305/00	CDW GOVERNMENT INC.								
2341	PO-182271	04/19/2018	MHW9364						
				2	11-6391-0-4300-600-4130-1000-015-000	NN F		18.79	18.79
					TOTAL PAYMENT AMOUNT			18.79 *	18.79
018951/00	DELL								
2115	PO-182047	04/19/2018	10231013401						
				1	11-6391-0-4400-600-4130-2700-015-000	NN F		1,181.27	1,181.27
					TOTAL PAYMENT AMOUNT			1,181.27 *	1,181.27
016199/00	OSEGUERA, CYNTHIA								
2474	PO-182414	04/17/2018	REIMB FEES						
				1	11-0030-0-8699-475-0000-0000-000-000	NN F		260.00	260.00
					TOTAL PAYMENT AMOUNT			260.00 *	260.00
					TOTAL FUND	PAYMENT		12,500.06 **	12,500.06

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
011422/00	SYS CO OF SAN FRANCISCO							
80 PO-180052	04/19/2018	131640031	1 13-5310-0-4700-108-0000-3700-007-000 NN P				3,817.19	3,817.19
80 PO-180052	04/19/2018	131684609	1 13-5310-0-4700-108-0000-3700-007-000 NN M				-3,300.54	-3,300.54
80 PO-180052	04/19/2018	131718830	1 13-5310-0-4700-108-0000-3700-007-000 NN P				73.38	73.38
80 PO-180052	04/19/2018	131718829	1 13-5310-0-4700-108-0000-3700-007-000 NN P				1,590.87	1,590.87
80 PO-180052	04/19/2018	131653497	1 13-5310-0-4700-108-0000-3700-007-000 NN P				1,753.80	1,753.80
80 PO-180052	04/19/2018	131640031	2 13-5310-0-4300-108-0000-3700-007-000 NN P				528.18	528.18
80 PO-180052	04/19/2018	131718829	2 13-5310-0-4300-108-0000-3700-007-000 NN P				87.28	87.28
80 PO-180052	04/19/2018	131653497	2 13-5310-0-4300-108-0000-3700-007-000 NN P				80.75	80.75
TOTAL PAYMENT AMOUNT				4,630.91 *				4,630.91
TOTAL FUND PAYMENT				15,580.70 **				15,580.70

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount					
015121/00	B.J. FLOORING INC												
1854 PO-181801	04/19/2018	2009571	1 14-0024-0-5800-106-9223-8110-007-000	NN	F		3,545.00	2,950.00					
			TOTAL PAYMENT AMOUNT			2,950.00 *							
			TOTAL FUND	PAYMENT		2,950.00 **							

081 CENTER UNIFIED SCHOOL DISTRICT J9208
04-19-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0053 04-19-18
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
011166/00	DAILY JOURNAL CORPORATION							
2449 PO-182374	04/19/2018	A3114650	1 21-0000-0-6200-472-0000-8500-007-171 NN P	550.20	550.20			
2449 PO-182374	04/19/2018	A3114654	2 21-0000-0-6200-106-0000-8500-007-171 NN F	533.40	533.40			
2450 PO-182375	04/19/2018	A3117618	1 21-0000-0-6200-106-0000-8500-007-171 NN F	102.90	102.90			
TOTAL PAYMENT AMOUNT				1,186.50 *			1,186.50	
011115/00	THE ENGINEERING ENTERPRISE							
2334 PO-182259	04/19/2018	124748	1 21-0000-0-6200-472-0000-8500-007-171 NN P	4,297.50	4,297.50			
TOTAL PAYMENT AMOUNT				4,297.50 *			4,297.50	
TOTAL FUND PAYMENT				5,484.00 **			5,484.00	
TOTAL BATCH PAYMENT				505,782.90 ***	0.00		505,782.90	
TOTAL USE TAX AMOUNT				592.22				
TOTAL DISTRICT PAYMENT				505,782.90 ****	0.00		505,782.90	
TOTAL USE TAX AMOUNT				592.22				
TOTAL FOR ALL DISTRICTS:				505,782.90 ****	0.00		505,782.90	
TOTAL USE TAX AMOUNT				592.22				

Number of checks to be printed: 98, not counting voids due to stub overflows.

Batch status: A All

From batch: 0054

To batch: 0054

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
								Liq Amt Net Amount
011617/00	AMADOR STAGE LINES							
2574 PO-182510	04/25/2018	75496,76414	1	01-0076-0-5865-472-1110-4200-014-915	NN F			1,289.56 1,289.56
2574 PO-182510	04/25/2018	77377,75497	2	01-0000-0-5865-112-0000-3600-007-000	NN F			2,574.10 2,574.10
TOTAL PAYMENT AMOUNT				3,863.66 *				3,863.66
019210/00	ANDREWS, JULIE							
2545 PO-182480	04/25/2018	REIMB SUPPLIES	1	01-0000-0-4300-371-0000-2700-012-000	NN F			51.14 51.14
TOTAL PAYMENT AMOUNT				51.14 *				51.14
010564/00	APPLE COMPUTER							
2320 PO-182238	04/25/2018	6729794467	1	01-0000-0-4300-240-1110-1000-011-000	NN F			963.29 963.29
2455 PO-182392	04/25/2018	6731294045	1	01-0000-0-4400-240-1110-1000-011-000	NN F			1,566.30 1,566.30
TOTAL PAYMENT AMOUNT				2,529.59 *				2,529.59
020766/00	ASSET GENIE INC							
2321 PO-182253	04/23/2018	1278770	1	01-0000-0-4300-475-3200-2700-015-740	NN F			44.00 41.45
TOTAL PAYMENT AMOUNT				41.45 *				41.45
021097/00	ASSOCIATED VALUATION SERVICES							
2550 PO-182484	04/25/2018	BEGINNING AMT DUE	1	01-0000-0-5800-105-0000-7200-005-995	NN P			7,396.00 7,396.00
TOTAL PAYMENT AMOUNT				7,396.00 *				7,396.00
011481/00	AT&T							
521 PO-180480	04/25/2018	9391028109	1	01-0000-0-5930-106-0000-8110-007-000	NN F			2,531.61 2,531.61
2517 PO-182443	04/25/2018	9391028109	1	01-0000-0-5930-106-0000-8110-007-000	NN P			4,441.32 4,441.32
TOTAL PAYMENT AMOUNT				6,972.93 *				6,972.93
018533/00	ATKINSON ANDELSON LOYA RUDD							
1936 PO-181887	04/25/2018	542043	1	01-0000-0-5880-105-0000-7200-005-000	NE F			36,155.71 1,299.39
TOTAL PAYMENT AMOUNT				1,299.39 *				1,299.39

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Net Amount
010353/00	BACKYARD UNLIMITED							
758 PO-180724	04/25/2018	3117	1	01-6387-0-5800-472-1110-1000-019-000	NN P		320.00	320.00
758 PO-180724	04/25/2018	3118	1	01-6387-0-5800-472-1110-1000-019-000	NN F		542.00	400.00
TOTAL PAYMENT AMOUNT				720.00 *				720.00
011684/00	BADGE-A-MINIT							
1722 PO-181677	04/25/2018	J2099	1	01-6520-0-4300-472-5770-1110-019-000	NN F		759.51	503.32
TOTAL PAYMENT AMOUNT				503.32 *				503.32
022282/00	BRIGHT START THERAPIES							
1448 PO-181419	04/25/2018	CUAH331.18	1	01-6500-0-5800-102-5750-1180-019-000	NN P		240.00	240.00
1448 PO-181419	04/25/2018	CUEH331.18	1	01-6500-0-5800-102-5750-1180-019-000	NN P		360.00	360.00
TOTAL PAYMENT AMOUNT				600.00 *				600.00
010150/00	BURKETTS OFFICE SUPPLIES							
2575 PO-182513	04/25/2018	1359099-0	1	01-0000-0-4300-105-0000-7200-005-000	NN P		29.56	29.56
2575 PO-182513	04/25/2018	C1358944-0	1	01-0000-0-4300-105-0000-7200-005-000	NN M		-29.56	-29.56
2575 PO-182513	04/25/2018	1358944-0	1	01-0000-0-4300-105-0000-7200-005-000	NN F		413.71	413.71
TOTAL PAYMENT AMOUNT				413.71 *				413.71
013988/00	BUTTES/CENTER STATE PIPE &							
2335 PO-182260	04/25/2018	S010122060.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P		186.70	186.70
TOTAL PAYMENT AMOUNT				186.70 *				186.70
010575/00	CAPITOL CLUTCH & BRAKE INC.							
2071 PO-182014	04/25/2018	1498676	1	01-0000-0-4300-112-0000-3600-007-000	NN P		511.81	511.81
TOTAL PAYMENT AMOUNT				511.81 *				511.81
020305/00	CDW GOVERNMENT INC.							
2206 PO-182193	04/25/2018	MGQ7333	1	01-6500-0-4400-102-5001-2700-019-000	NN F		1,060.27	1,060.27
2206 PO-182193	04/25/2018	MGQ7333	2	01-6500-0-4300-102-5001-2700-019-000	NN F		129.20	128.82
2428 PO-182365	04/24/2018	MKM4491	1	01-0000-0-5800-371-0000-2700-012-000	NN F		69.24	64.26
2451 PO-182388	04/25/2018	MK29794	1	01-0000-0-4300-115-0000-7700-007-000	NN P		31.97	31.97
2451 PO-182388	04/25/2018	MKQ	1	01-0000-0-4300-115-0000-7700-007-000	NN F		392.37	392.37

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

TOTAL PAYMENT AMOUNT				1,677.69 *	1,677.69			
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014033/00 CHIDLAW, DIANE

2568 PO-182505 04/25/2018 REIMB AMAZON	1 01-3010-0-4300-236-1110-1000-009-000 NN F	170.55	170.55		
TOTAL PAYMENT AMOUNT		170.55 *	170.55		

018180/00 CITRUS HEIGHTS SAW & MOWER

2565 PO-182497 04/25/2018 428186	1 01-0000-0-4300-106-0000-8110-007-000 NN P	91.54	91.54		
2565 PO-182497 04/25/2018 428187	1 01-0000-0-4300-106-0000-8110-007-000 NN F	105.60	105.60		
TOTAL PAYMENT AMOUNT		197.14 *	197.14		

015699/00 CLARK SECURITY PRODUCTS

2171 PO-182111 04/25/2018 22K259389	1 01-8150-0-4300-106-0000-8110-007-000 NN F	181.25	175.61		
2586 PO-182519 04/25/2018 22K259388	1 01-8150-0-4300-106-0000-8110-007-000 NN P	219.29	219.29		
TOTAL PAYMENT AMOUNT		394.90 *	394.90		

021464/00 CMI EDUCATION INSTITUTE INC

2211 PO-182148 04/25/2018 1514472	1 01-6500-0-4300-102-5001-3120-019-000 NN F	80.75	79.62		
TOTAL PAYMENT AMOUNT		79.62 *	79.62		

021813/00 CONSOLIDATED COMMUNICATIONS

2231 PO-182162 04/25/2018 916773-4131/0	1 01-0000-0-5930-106-0000-8110-007-000 NN P	888.08	888.08		
TOTAL PAYMENT AMOUNT		888.08 *	888.08		

018951/00 DELL

2373 PO-182317 04/25/2018 10237070053	1 01-0000-0-4400-472-1110-1000-014-983 NN F	713.54	713.54		
TOTAL PAYMENT AMOUNT		713.54 *	713.54		

021626/00 DELTA WIRELESS INC

1497 PO-181452 04/24/2018 154000451-2	2 01-0000-0-5600-112-0000-3600-007-995 NN P	9,120.00	9,120.00		
TOTAL PAYMENT AMOUNT		9,120.00 *	9,120.00		

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT	GOAL FUNC	RES DEP T9MPS	Liq Amt	Net Amount	
010481/00	DEMCO INC							
2319 PO-182287	04/25/2018	6352435	1	01-0000-0-4300-103-0000-2420-019-000	NN F	212.72	213.15	
TOTAL PAYMENT AMOUNT						213.15 *	213.15	
019943/00	DOCUMENT TRACKING SERVICES							
2513 PO-182500	04/23/2018	9584304	1	01-0000-0-5800-103-4760-1000-019-740	NN F	4,232.00	4,232.00	
TOTAL PAYMENT AMOUNT						4,232.00 *	4,232.00	
019235/00	DUERR EVALUATION RESOURCES							
2576 PO-182516	04/25/2018	588055	1	01-0000-0-5800-103-0000-3160-019-000	NN F	888.40	888.40	
TOTAL PAYMENT AMOUNT						888.40 *	888.40	
010336/00	ECOTECH PEST MANAGEMENT INC							
14 PO-180014	04/25/2018	14227	1	01-0000-0-5500-106-0000-8110-007-000	NN P	75.00	75.00	
14 PO-180014	04/25/2018	13314	1	01-0000-0-5500-106-0000-8110-007-000	NN P	712.00	712.00	
TOTAL PAYMENT AMOUNT						787.00 *	787.00	
011132/00	FEDEX							
344 PO-180312	04/24/2018	6-156-92325	1	01-8150-0-5920-106-0000-8110-007-000	NN P	24.17	24.17	
TOTAL PAYMENT AMOUNT						24.17 *	24.17	
010418/00	FREY SCIENTIFIC							
2094 PO-182035	04/25/2018	202501526054	1	01-0000-0-4300-371-0000-2700-012-000	NN F	172.14	172.14	
2094 PO-182035	04/25/2018	202501526054	2	01-0000-0-4400-371-0000-2700-012-000	NN F	827.54	822.90	
TOTAL PAYMENT AMOUNT						995.04 *	995.04	
021754/00	GAYNOR TELESYSTEMS INC							
2552 PO-182486	04/25/2018	34641	1	01-8150-0-5800-106-0000-8110-007-000	NN P	224.00	224.00	
2552 PO-182486	04/25/2018	34642	1	01-8150-0-5800-106-0000-8110-007-000	NN P	158.00	158.00	
2552 PO-182486	04/25/2018	34651	1	01-8150-0-5800-106-0000-8110-007-000	NN F	197.50	197.50	
TOTAL PAYMENT AMOUNT						579.50 *	579.50	

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
022347/00	GIVE SOMETHING BACK							
2337 PO-182288	04/24/2018	IN-0730253	1 01-0000-0-4300-472-1110-1000-014-983 NN F	283.79	283.79			
2419 PO-182354	04/25/2018	IN-0730252	1 01-0000-0-4300-472-1355-1000-014-000 NN F	687.81	687.81			
2439 PO-182383	04/25/2018	IN-0730254	1 01-0000-0-4300-472-0000-2700-014-000 NN F	109.94	109.94			
2483 PO-182430	04/25/2018	IN-0730255	1 01-0000-0-4300-472-0000-2700-014-000 NN F	81.87	81.87			
TOTAL PAYMENT AMOUNT				1,163.41 *				1,163.41
015040/00	GRIMES, DAVID							
2583 PO-182517	04/25/2018	REIMB FOLDERS	1 01-0000-0-4300-110-0000-7200-004-000 NN F	64.54	64.54			
TOTAL PAYMENT AMOUNT				64.54 *				64.54
017609/00	GUERGUY, CARLA							
2460 PO-182515	04/25/2018	REIMB FIELD TRIP	1 01-0000-0-4300-475-3200-1000-015-777 NN F	272.00	272.00			
TOTAL PAYMENT AMOUNT				272.00 *				272.00
015636/00	HASTIE'S SAND AND GRAVEL CO							
2554 PO-182488	04/25/2018	158245	1 01-0000-0-4300-106-0000-8110-007-000 NN F	55.51	55.51			
TOTAL PAYMENT AMOUNT				55.51 *				55.51
017472/00	INDUSTRIAL PLUMBING SUPPLY LLC							
798 PO-180765	04/24/2018	69088	1 01-8150-0-4300-106-0000-8110-007-000 NN P	327.95	327.95			
TOTAL PAYMENT AMOUNT				327.95 *				327.95
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO							
405 PO-180371	04/25/2018	27-S2285059.001	1 01-8150-0-4300-106-0000-8110-007-000 NN F	409.61	409.61			
TOTAL PAYMENT AMOUNT				409.61 *				409.61
016750/00	JUST SEND IT POSTAL CENTER							
2459 PO-182393	04/25/2018	1437	1 01-5630-0-5800-601-1421-1000-017-000 NN P	20.00	20.00			
TOTAL PAYMENT AMOUNT				20.00 *				20.00

081 CENTER UNIFIED SCHOOL DISTRICT J9309
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ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Reg Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt Net Amount

017961/00	KUTA SOFTWARE LLC							
2407 PO-182347	04/25/2018	17211	1	01-1100-0-5800-472-1110-1000-014-995	NN F			775.00 775.00
2407 PO-182347	04/23/2018	17211	2	01-0000-0-5800-472-1500-1000-014-000	NN F			280.00 280.00
TOTAL PAYMENT AMOUNT				1,055.00 *				1,055.00
014909/00	LANE, DOROTHY							
1728 PO-181678	04/23/2018	TRIP 1570,1657	1	01-0000-0-5800-112-0000-3600-007-000	NN P			28.79 28.79
TOTAL PAYMENT AMOUNT				28.79 *				28.79
017726/00	LOS ANGELES FREIGHTLINER							
36 PO-180033	04/25/2018	XA410004145:01	1	01-0000-0-4300-112-0000-3600-007-000	NN P			16.90 16.90
36 PO-180033	04/25/2018	XA410004324:01	1	01-0000-0-4300-112-0000-3600-007-000	NN P			27.34 27.34
2560 PO-182493	04/25/2018	RA410000938	1	01-0000-0-5800-112-0000-3600-007-000	NN F			270.32 270.32
TOTAL PAYMENT AMOUNT				314.56 *				314.56
022230/00	MANAGED HEALTH NETWORK							
325 PO-180288	04/25/2018	PRM-023003	1	01-0000-0-3401-100-1110-1000-000-000	NN P			983.06 983.06
TOTAL PAYMENT AMOUNT				983.06 *				983.06
022590/00	MICHAEL JONES							
1135 PO-181092	04/25/2018	TRIP 1570	1	01-0000-0-5800-112-0000-3600-007-000	NN P			15.00 15.00
TOTAL PAYMENT AMOUNT				15.00 *				15.00
014353/00	MOBILE ONE WINDSHIELD REPAIR							
1629 PO-181565	04/24/2018	22381	1	01-0000-0-5600-112-0000-3600-007-000	NY P			90.00 90.00
TOTAL PAYMENT AMOUNT				90.00 *				90.00
015536/00	MYSTERY SCIENCE INC							
2232 PO-182163	04/25/2018	20306	1	01-6300-0-5800-236-1110-1000-009-000	NN F			1,498.00 1,498.00
TOTAL PAYMENT AMOUNT				1,498.00 *				1,498.00

081 CENTER UNIFIED SCHOOL DISTRICT J9309
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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount

022090/00	NASCO							
2408 PO-182348	04/24/2018	950625	1 01-0000-0-4300-472-1500-1000-014-000 NN F				614.18	614.18
TOTAL PAYMENT AMOUNT							614.18 *	614.18
019916/00	NCS PEARSON INC							
2225 PO-182179	04/25/2018	11585252	1 01-6500-0-4300-102-5770-1120-019-000 NN F				138.78	130.68
TOTAL PAYMENT AMOUNT							130.68 *	130.68
017576/00	OFFICE DEPOT							
2307 PO-182248	04/25/2018	123903462001	1 01-3410-0-4300-472-1110-1000-019-000 NN P				37.81	37.81
2307 PO-182248	04/25/2018	125842396001	1 01-3410-0-4300-472-1110-1000-019-000 NN M				-37.81	-37.81
2307 PO-182248	04/25/2018	125652693001	1 01-3410-0-4300-472-1110-1000-019-000 NN P				31.67	31.67
2307 PO-182248	04/25/2018	123903464001	1 01-3410-0-4300-472-1110-1000-019-000 NN P				87.00	87.00
2307 PO-182248	04/25/2018	123903463001	1 01-3410-0-4300-472-1110-1000-019-000 NN F				19.86	13.73
2329 PO-182256	04/25/2018	123906480001	1 01-6500-0-4300-102-5750-1110-019-000 NN P				223.06	223.06
2329 PO-182256	04/25/2018	123906479001	1 01-6500-0-4300-102-5750-1110-019-000 NN P				9.17	9.17
2329 PO-182256	04/25/2018	123906478001	1 01-6500-0-4300-102-5750-1110-019-000 NN F				76.12	74.69
2406 PO-182346	04/25/2018	12608254001	1 01-5640-0-4300-601-1369-1000-017-089 NN F				162.01	162.01
2430 PO-182367	04/25/2018	126307107001	1 01-0000-0-4300-103-0000-2110-019-000 NN P				124.93	124.93
2430 PO-182367	04/25/2018	126307106001	1 01-0000-0-4300-103-0000-2110-019-000 NN P				18.01	18.01
2430 PO-182367	04/25/2018	126307108001	1 01-0000-0-4300-103-0000-2110-019-000 NN F				118.21	118.22
2433 PO-182381	04/25/2018	126813861001	1 01-0000-0-4300-238-0000-2700-010-000 NN F				57.82	57.82
2437 PO-182382	04/25/2018	126814388001	1 01-4203-0-4300-103-4760-1000-019-000 NN F				747.05	747.05
2484 PO-182423	04/24/2018	128046676001	1 01-0000-0-4300-234-1110-1000-008-000 NN P				16.38	16.38
2484 PO-182423	04/25/2018	128046675001	1 01-0000-0-4300-234-1110-1000-008-000 NN P				290.36	290.36
2484 PO-182423	04/25/2018	128046674001	1 01-0000-0-4300-234-1110-1000-008-000 NN F				16.51	16.51
TOTAL PAYMENT AMOUNT							1,990.61 *	1,990.61
021139/00	PACIFIC COAST BREAKER LLC							
360 PO-180325	04/24/2018	PCBIN-1119969	1 01-8150-0-4300-106-0000-8110-007-000 NN P				87.06	87.06
TOTAL PAYMENT AMOUNT							87.06 *	87.06
011759/00	PAYLESS GOLD CARD VALUE CO INC							
2323 PO-182263	04/25/2018	GV045-0000004430	1 01-5630-0-4300-601-1421-1000-017-000 NN F				1,800.00	1,800.00
TOTAL PAYMENT AMOUNT							1,800.00 *	1,800.00

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67

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 01 GENERAL FUND

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<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
015356/00	SERVE INC							
2360 PO-182276	04/26/2018	67SERVEINC18						
			1	01-5630-0-4300-601-1421-1000-017-000	NN F			445.00
			TOTAL PAYMENT AMOUNT			445.00 *		445.00
020983/00	SIERRA PACIFIC TURF SUPPLY							
875 PO-180827	04/24/2018	0525269-IN						
			1	01-0000-0-4300-106-0000-8110-007-000	NN P			737.44
			TOTAL PAYMENT AMOUNT			737.44 *		737.44
020252/00	STAPLES BUSINESS ADVANTAGE							
2196 PO-182131	04/25/2018	3375087514						
			1	01-0000-0-4300-234-0000-2700-008-000	NN F			959.30
			TOTAL PAYMENT AMOUNT			959.30 *		959.30
019246/00	TOBII DYNAVOX LLC							
2480 PO-182420	04/25/2018	2001						
			1	01-6500-0-5800-102-5750-1110-019-000	NN F			1,253.70
			TOTAL PAYMENT AMOUNT			1,253.70 *		1,253.70
010902/00	U.S. BANK							
2570 PO-182506	04/23/2018	4866914555510632						
			1	01-0000-0-4400-101-0000-7150-002-000	NN F			2,418.05
			TOTAL PAYMENT AMOUNT			2,418.05 *		2,418.05
021111/00	ULINE							
2580 PO-182512	04/25/2018	96643791						
			1	01-0000-0-4300-371-0000-2700-012-000	NN F			1,495.53
			TOTAL PAYMENT AMOUNT			1,495.53 *		1,495.53
022179/00	US HEALTHWORKS							
2591 PO-182520	04/25/2018	3306696-CA						
			1	01-0000-0-5800-112-0000-3600-007-000	NN F			99.00
			TOTAL PAYMENT AMOUNT			99.00 *		99.00
010950/00	VARIDESK LLC							
2273 PO-182279	04/25/2018	IVC-2-703684						
			1	01-6500-0-4300-102-5001-2700-019-000	NN F			425.61
			TOTAL PAYMENT AMOUNT			425.62 *		425.62

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 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC	RES DEP	T9MPS	Liq Amt	Net Amount	
TOTAL FUND			PAYMENT		91,369.89		**		91,369.89		

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
015627/02	HOME DEPOT								
1013	PO-180986	04/25/2018							
			2	11-3926-0-4300-600-4130-1000-015-000	NN	P		2,385.12	2,385.12
			TOTAL PAYMENT AMOUNT					2,385.12 *	2,385.12
016750/00	JUST SEND IT POSTAL CENTER								
2175	PO-182117	04/25/2018							
			1	11-6391-0-5800-600-4130-1000-015-000	NN	P		35.00	35.00
			TOTAL PAYMENT AMOUNT					35.00 *	35.00
			TOTAL FUND PAYMENT					2,420.12 **	2,420.12

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 12 CHILD DEVELOPMEN FUND

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<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

018143/00	CHILD DEVELOPMENT CENTERS							
600 PO-180563	04/25/2018	5030-MAR18	1 12-5025-0-5800-100-8500-1000-005-000 NN P	25,357.67	25,357.67			
600 PO-180563	04/25/2018	5030-MAR18	2 12-6105-0-5800-100-8500-1000-005-000 NN P	42,479.87	42,479.87			
TOTAL PAYMENT AMOUNT				67,837.54 *				67,837.54
TOTAL FUND PAYMENT				67,837.54 **				67,837.54

081 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 13 CAFETERIA FUND

APY500 L.00.12 04/25/18 10:04 PAGE 13
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount
011205/00	CULTURE SHOCK	YOGURT							
181 PO-180172	04/25/2018	6406	1	13-5310-0-4700-108-0000-3700-007-000	NN P			230.05	230.05
TOTAL PAYMENT AMOUNT								230.05 *	230.05
017051/00	DAVIS, LAURA								
2594 PO-182521	04/25/2018	REIMB LET,TOM	2	13-5310-0-4700-108-0000-3700-007-000	NN F			10.10	10.10
2594 PO-182521	04/25/2018	REIMB WIPES ETC	1	13-5310-0-4300-108-0000-3700-007-000	NN F			53.67	53.67
TOTAL PAYMENT AMOUNT								63.77 *	63.77
TOTAL FUND			PAYMENT					293.82 **	293.82

091 CENTER UNIFIED SCHOOL DISTRICT J9309
04-25-18

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 04-25-18
FUND : 21 BUILDING FUND


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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
021045/00	CALDWELL FLORES WINTERS INC							
2555 PO-182489	04/25/2018	2018CD	1 21-0000-0-5800-106-0000-8100-007-000 NN F				3,025.00	3,025.00
TOTAL PAYMENT AMOUNT							3,025.00 *	3,025.00
019627/00	NACHT & LEWIS ARCHITECTS							
715 PO-180685	04/25/2018	00005	1 21-0000-0-6215-472-0000-8500-007-170 NN P				6,247.51	6,247.51
TOTAL PAYMENT AMOUNT							6,247.51 *	6,247.51
021105/00	SIGNATURE GRAPHICS							
2322 PO-182254	04/25/2018	262491	1 21-0000-0-6200-472-0000-8500-007-171 NN P				112.46	112.46
TOTAL PAYMENT AMOUNT							112.46 *	112.46
011115/00	THE ENGINEERING ENTERPRISE							
2334 PO-182259	04/23/2018	124870	1 21-0000-0-6200-472-0000-8500-007-171 NN P				39,800.00	39,800.00
TOTAL PAYMENT AMOUNT							39,800.00 *	39,800.00
TOTAL FUND PAYMENT							49,184.97 **	49,184.97
TOTAL BATCH PAYMENT							211,106.34 ***	211,106.34
TOTAL DISTRICT PAYMENT							211,106.34 ****	211,106.34
TOTAL FOR ALL DISTRICTS:							211,106.34 ****	211,106.34

Number of checks to be printed: 71, not counting voids due to stub overflows.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department	Action Item <u>X</u>
Date: May 16, 2018	Information Item
To: Board of Trustees	# Attached Pages <u>3</u>
From: David Grimes  Director of Personnel and Student Services	

Subject: **Declaration of Need for Fully Qualified Educators 2018/2019 SY**

The Department of Education and the Commission on Teacher Credentialing regulations for the issuance of emergency teaching credentials require individual districts to submit a "Declaration of Need for Fully Qualified Educators" each year for any *anticipated* certificated positions that may need to be filled with an individual holding an emergency credential.

In the event a District may wish to employ any teacher(s) needing emergency credentials, school districts are required to file a "Declaration of Need for Fully Qualified Educators" at the beginning of each school year. The "Declaration of Need for Fully Qualified Educators" is to be approved by the Board and will be valid for one school year. Each year, a new "Declaration of Need for Fully Qualified Educators" must be filed at the Commission on Teacher Credentialing.

Recommendation: Approve Declaration of Need for Fully Qualified Educators as Submitted.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018/2019

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Center Joint Unified School District District CDS Code: 73973

Name of County: Sacramento County CDS Code: 34

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 16 / 2018 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>David Grimes</u>	_____	<u>Dir. Personnel/Student Serv.</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>(916) 338-6415</u>	<u>(916) 338-6404</u>	<u>05/16/2018</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<u>8408 Watt Avenue Antelope, CA 95843</u>		
<i>Mailing Address</i>		
<u>davidgrimes@centerusd.org</u>		
<i>Email Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

4

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

4

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	4
Special Education	4
TOTAL	8

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes ☐

No ☒

If no, explain. We use Fortune School of Education

Does your agency participate in a Commission-approved college or university internship program?

Yes ☒

No ☐

If yes, how many interns do you expect to have this year? 4

If yes, list each college or university with which you participate in an internship program.

California State University Sacramento

Chapman University

National University

If no, explain why you do not participate in an internship program.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: May 16, 2018

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 258

Assist. Supt. Initials: CD

SUBJECT: Resolution #16/2017-18 Authorizes the Designation of Specific Systems, Products and/or Materials in the Specification for District Construction Projects

The attached Resolution #16/2017-18 grants authorization of the designation of specific systems, products and/or materials in the specification for District construction projects. Pursuant to Public Contract Code Section 3400, the District intends to establish uniform, complete, and compatible District-wide systems, products and/or materials in order to facilitate the most competitive and feasible education for school children in the District.

Recommendation: That the Board of Trustees approves Resolution #16/2017-17.

CENTER JOINT UNIFIED SCHOOL DISTRICT

Facility Design Standards



Scott Loehr
Superintendent

Craig Deason
Assistant Superintendent, Facilities & Operations

Center Joint Unified School District
8408 Watt Avenue
Antelope, California 95843

May 16, 2018

Prepared by:
Capital Program Management, Inc.

In association with:
Capital Engineering Consultants, Inc.
M. Niels Engineering, Inc.



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Part 1 - Preface

Background

The Center Joint Unified School District is conducting a renovation and building program to address the condition of aging facilities and to accommodate increasing enrollment. In a building program of this magnitude that involves many different projects, architects, engineers and other design professionals, it is imperative to take steps to ensure uniformity of approach to the projects by the various design teams. The District needs to express its needs and desires with respect to quality and type of materials and systems to be incorporated into the various designs. These specific needs are identified in this document, the *Center Joint Unified School District's Facility Design Standards (FDS)*.

These facility standards were developed through a series of meetings with the staff of the Department of Facilities Planning and Management and the Department of Maintenance and Operations. Additionally, the team met with many different manufacturer's representatives and specialty contractors to determine the best and most current product selections to ensure accuracy of the Facility standards. Finally, the draft documents were forwarded to all of the Design Professionals presently working for the Center Joint Unified School District to enlist their comments, thoughts and ideas.

The items included in these facility standards have been selected based upon life cycle cost, durability, ease of maintenance and value. We have modeled and coordinated many of the requirements based upon the *Collaborative for High Performance Schools, Best Practice Manual (CHPS)*. These requirements have been integrated throughout these Facility Design Standards. A symbol "Ⓢ" has been inserted in areas that are per CHPS best practices. However, CHPS certification is not required.

This document applies to all projects. However, the Project Manager will edit to be project specific and will incorporate into the Owner-Architect Agreement for each project.

Objective

The goal of the Facility standards is to provide the various Design Professionals working on each of the different projects for the Center Joint Unified School District with direction that will produce a uniform and consistent product. It is not the intent of these standards to dictate the project work scope. These standards include procedural requirements and desired products for items that may be included in the educational specifications or specific scope statement. The educational specifications and specific scope statement supersedes all implied project scope from the standards.

Facility Design Standards Organization

The Facilities Design Standards are divided into the following parts:



Part 1 - Preface – Provides the background and objectives of the Facility Design Standards document. It also provides an overview of the organization of the document, compliance requirements, utility company rebates/incentives, and update requirements.

Part 2 - Design Standards – Addresses the District's standards for the design. These are the items that need to be incorporated into the project drawings and coordinated during the design phases. They apply to all project types.

Part 3 - Renovation Design Standards – Provides additional requirements to those in Part 2 that only apply to Renovation projects.

Part 4 - Portable Building Projects - Provides additional requirements to those in Part 2 that only apply to Portable projects.

Part 5 - Interim Housing Projects - The District Project Manager will provide the Design Professionals with the specific scope statement for interim housing projects. The Facility Standards shall be used in conjunction with the specific scope statement for building standards.

Part 6 – Document Standards – All documents prepared for use on any of the project types shall comply with the District document standards except Interim Housing Projects.

Part 7 – Outline Specifications – Provides specific information on products and materials that are required to be incorporated into the project specifications. The outline specifications are to be used as a guide and are not intended to be directly copied into the Design Professional's documents and are only available in PDF format. Master Specifications are provided for select sections. These sections are available in Microsoft Word in Appendices A and are to be edited by the Design Professionals to meet specific project requirements.

Part 8 – Appendices – Provides additional information such as checklists, Board Resolutions, master specification sections for select sections, standard details, and planting list.

Each part is intended to complement the others and taken in total are the District's Facility Design Standards.

Compliance with Standards

The District welcomes any suggestions to improve these standards; however, deviations from these standards need to be specifically approved, in writing, by the District's Project Manager. Please refer to the Variance Request Form in the Appendix. Please coordinate with the District's Project Manager for specific project variance requirements. Variance requests should be discussed and submitted as early in the design phase as possible. It is the objective that continued input from the Design Professionals, District staff, and other stakeholders will result in continuous improvement of these design standards. Please direct all questions, comments, and suggestions via e-mail to the District's Project Manager for the specific project.



The Design Professionals will be provided with a general project scope description and construction budget in their Agreement. It is the responsibility of the Design Professionals to include all scope and comply with these Standards within the established budget.

Facility Design Standards Updates

As a result of enlisting comments from users and changing codes and products, this document will be continuously evolving. The most current versions are available from the District's Project Manager. The Design Professional and its consultants shall review all updates of the Facilities Design Standards through completion and approval of 100% Design Development Phase. Upon completion of each review of the Facilities Design Standards updates, the Design Professional shall notify the District's Project Manager in writing within seven-days indicating changes that affect the current design and the proposed costs for any additional services and/or time needed to revise the documents accordingly. The Design Professional is not responsible to review changes made to the Facility Design Standards subsequent to the acceptance of the 100% Design Development Phase. If the District desires a specific change to the accepted 100% Design Development Phase, the District will request a proposal from the Design Professional to incorporate the change. The Design Professional shall only proceed with changes that result in additional fee and/or time upon written authorization from the District.

Rebates and Saving Programs

The Design Professionals will investigate rebate programs offered by Local, State and Federal Governments as well as utility agencies and other organizations. Programs include "Savings By Design" and other programs from Sacramento Municipal Utility District (SMUD) and similar incentives from Roseville Power and PG&E. The Design Professional is to provide information on potential savings or rebates that can be recognized and then apply to the program if authorized by the District.

End of Part 1 - Preface



Part 2 - Design Standards

I. Criteria and Agency Standards

- A. The requirements included under this section apply to all projects. Where renovation projects are involved, the criteria must be applied when the scope of work includes the elements described. These standards are not meant to dictate scope, but rather clarify the requirements when included in the project specific scope statement.
- B. The following Standards represent the District's goals. However, these items may need to be modified due to budget constraints and specific project requirements. The construction projects have a "design to budget" clause in the Owner - Architect agreement. It is the responsibility of the project architect to provide independent estimates and, if necessary, make recommendations to the District's Project Manager for revisions to these Standards to allow the project to be constructed within budget.
- C. All new school buildings and campuses are to be certified by the architect to comply with the Collaborative for High Performance Schools certification requirements. Please refer to the *CHPS Best Practice Manual* for those requirements. This document is available at www.chps.net for free download.
- D. The District is participating in SMUD's Savings by Design program. The Design Professionals are required to utilize this program and other programs that may be available from SMUD that encouraging high performance building design and construction influencing design teams to exceed current Title 24 standards. For more information about their programs, contact SMUD at: 1/877-622-7683 by phone or savingsbydesign@smud.org by e-mail. General information can also be obtained by going to the SMUD website at www.smud.org. In addition, the District receives utility services from PG&E. They too, have a Savings by Design Program the Design Professionals should utilize. For more information, contact Mr. Demetrio Sanchez at: (530) 889-5041 by phone or DAS9@PGE.com by e-mail. General information can also be obtained by going to the PG&E website at www.pge.com.
- E. The sustainable building design requirements address the following areas of concern: environmental considerations of orientation and location of buildings, incorporation of natural day-lighting and ventilation in classroom spaces, indoor air quality, low VOC materials, sustainable building materials, energy efficient lighting and mechanical equipment, low water consumption and building commissioning. 🌱
- F. The District practices recycling for economic and environmental reasons. The Design Professional must incorporate recycling collection receptacles into their design. ♻️



- G. The Design Professional is required to assist the District in obtaining State approval and funding when State funds are used for a project.
- H. The Design Professional shall incorporate mitigation measures required by the California Environmental Quality Act (CEQA) environmental documents.
- I. The Design Professional shall incorporate mitigation measures required by the State Water Resources Control Board for Storm Water Pollution Prevention Plan (SWPPP).
- J. The Design Professional is required to obtain approvals from all agencies having jurisdiction over the project.
 - 1. The Design Professional must submit the application, fee and deliver the set to the approving agency. Please refer to the Owner-Architect Agreement for additional requirements. The District will provide a check for the plan check fees. The Design Professional must request the check six weeks prior to submittal and must provide documentation on how the fee was calculated.
 - 2. Approvals to be obtained from the following agencies:
 - a. Division of the State Architect (DSA)
 - b. California Geological Survey (CGS)
 - c. Local Fire Department
 - d. Local Health Department
 - e. State Water Resources Control Board
 - f. Air Quality Management District (AQMD)
 - g. City Building Department or Public Works for off-site improvements.
 - 3. Design Professional to copy the District's Project Manager on all agency correspondence and coordinate all agency meetings to accommodate District's Project Manager to be in attendance.

II. Site Requirements

A. Architectural Site Items

- 1. General Architectural Items:
 - a. Obtain geotechnical report with percolation test data from the District's Project Manager.
 - b. Investigate and document existing site conditions. The record drawings shall not be used as a basis for design.
- 2. General Site Design Requirements:



- a. The site design shall be designed to maintain separation from pedestrian and vehicular traffic.
 - b. Site buildings away from sources of noise and air pollution, such as streets and parking lots. 📍
 - c. Design site to accommodate emergency vehicular access, including ambulance and fire trucks.
 - d. Provide truck access to trash enclosures and delivery points for supplies.
 - e. Do not locate raised planters adjacent to buildings.
 - f. All raised planters to have waterproofing and sub-grade French-drain tied into the storm drain.
 - g. Raised planters, retaining walls, concrete benches, stand-alone handrails and other low barriers to have integral skateboard deterrents, such as notched concrete or other means to avoid smooth edge.
3. Projects must employ the principles of Crime Prevention through Environmental Design (CPTED):
 - a. Natural surveillance – the design and placement of physical features in such a way as to maximize visibility. There shall be no hiding places or areas of impaired visibility. Avoid isolated gathering areas and blind spots in corridors.
 - b. Access Management – the physical guidance of people coming and going from a space. Access management defines and directs legitimate users to the safest way into and out of buildings, parking areas and pedestrian walkways. Access management may also direct students, staff and visitors past key locations for contact, communications and observation.
 - c. Territoriality – the delineation of private, semi-private and public space or the use of physical attributes that express ownership. A well-defined space that appears to be “owned” will tend to encourage acceptable behavior while discouraging illegitimate or disruptive users. Clean and well-lit spaces tend to encourage positive social interaction. Incorporate areas for supervision of gathering places.
 - d. For additional information refer to the National Crime Prevention Council's website at: <http://www.ncpc.org>.
4. Site Accessibility:
 - a. Review the campus ADA Transition Plan available from the District's Project Manager for each campus. Coordinate appropriate scope to be included with specific project with the District's Project Manager.
 - b. Review existing site access from public right-of-way(s) for compliance with current ADA requirements for path of travel



including landings, signage, path-of-travel, railings, and other requirements.

- c. Review parking lot access and accessible parking access to site. Verify stall count, van accessible locations, ramps, signage, lighting, and path of travel is compliant with current ADA requirements.

5. Site Concrete:

- a. Show site concrete on architectural and civil site plans. Include score lines and details on the architectural plan. Show paving sections on the civil plans.
- b. Design 6-inch wide by 8-inch deep concrete mow strips (with #4 reinforcing bar) between turf areas and planters, buildings, or other obstructions. Coordinate concrete work with architectural site work drawings. Provide 18-inch wide concrete mow strip centered under chain link fences.
- c. Provide a 12-inch concrete apron around buildings including where asphalt abuts the building.
- d. All flatwork is to be concrete. Do not include use of pavers in design.
- e. Site stairs to be concrete with cast metal nosings. Provide tooled nosings with contrasting color stripes.
- f. Thickness and base requirements for site concrete to be determined from the geotechnical report recommendations. Detail thickened edges at all landscape areas.
- g. Reinforce concrete with minimum #3 reinforcing bars at 18-inches on center, each way.
- h. Control, construction, and expansion joints shall be identified and indicated on the drawings and detailed.
- i. Provide dowels at all expansion joints and when new concrete adjoins existing concrete.
- j. Non-structural concrete flatwork should be specified at 2,500 PSI, unless otherwise required by soils report. Non-structural flatwork shall be excluded from the DSA test and inspection form.
- k. Avoid use of colored concrete.
- l. Do not use textures other than medium broom finish at horizontal concrete. Obtain permission from the District's Project Manager to implement design concepts that require patterns, textures, or colors in site concrete.
- m. Slope sidewalks and hardscape, surrounding landscape areas, towards the landscape in areas irrigated by spray-heads for compliance with AB 1881 requirements.



- n. Preferably the exterior doors are recessed into an alcove. Where not possible and where doors swing into exterior walkways, integrate the door swing path into the paving design.
- 6. **Utility Yards:**
 - a. New utility yard locations to be approved by SMUD, Roseville Power, and PG&E prior to the start of Construction Documents.
 - b. The utility yard shall have a concrete pad and concrete masonry unit (CMU) enclosure, locking solid metal gates, and a chain link cover.
 - c. Chainlink cover to be removable for access over transformers and meters.
- 7. **Waste Collection Area:**
 - a. Dumpster size(s) may vary at each campus site and will need to be reviewed and verified with District Project Manager and Atlas Disposal. Provide concrete masonry unit (CMU) enclosure area with locking solid metal gates design to accommodate the appropriate dumpster size. Trucks are to have direct frontal access to each dumpster.
 - b. Design a clear area of 11'-6" wide and 40 feet long in front of the dumpster enclosures to accommodate service truck approach. Any turning must accommodate a 45-foot turning radius.
 - c. Specify protective 8" diameter bollards or high concrete curbs to stop dumpster from contacting walls and at the gates.
 - d. Service yard and approach to have reinforced concrete pad sufficient for 10,000-pound single wheel truckloads.
 - e. Locate in an area convenient for collections by service trucks and away from campus pedestrian and vehicle traffic. Locate close enough to buildings in consideration of Kitchen Staff & Custodial Services concerns, but not too close for pest management purposes
 - f. Review proposal design and layout with District Project manager and Atlas Disposal prior to proceeding with Construction Documents.
- 8. **Fencing, Gates, and Access:**
 - a. Design 8-foot ornamental fencing and gates in areas around buildings and in predominant locations or highly visible. The use of chain-link fence should be limited to only athletic fields.
 - b. All parking lots, fire lane, and service entries are to have vehicle gates and all pedestrian walkways are to have bollards at parking lots to prohibit ability to drive onto the sidewalks. The preference is for swinging boom gates over sliding gates. If a sliding gate is necessary, it must be design on a level rail for



ease of operation. Sliding gates to have a "V" track on the bottom with in-line wheels and guild wheels at the top of gate posts to stabilize gate. Limit use of motorized gates only when necessary and approved by the District's Project Manager.

- c. The maximum leaf of a sliding gate is 20-foot (15-foot opening). The height is to match adjacent fencing. For bi-sliding openings, the maximum width is 26-foot.
 - d. Pedestrian and vehicle gates to be the same height as adjacent fences.
 - e. Avoid the need for panic hardware on exterior gates. Where unavoidable, specify and detail perforated metal panels to prevent access to panic hardware from outside.
 - f. Design fencing in a manner to prohibit ability for climbing and ensure that it does not provide access to roofs and has vertical pickets spaced no more than 4-inches on center.
 - g. Coordinate access gates, fire lanes, access roads, remote pumper, post-indicator valve (PIV) and fire hydrant locations with the local fire jurisdiction.
 - h. Provide access for ride-on mowers to all turf areas, including curb cuts, ramps and gates.
9. Play and Athletic Equipment:
- a. Design Professional to obtain approval of proposed play apparatus layout and features from District's Project Manager prior to starting Construction Document phase.
 - b. Design Professional to consult with the District's Project Manager if additional outdoor athletic equipment storage is necessary beyond the program requirements. If so, cargo containers may be used and must have the necessary concrete area(s) to accommodate the bin(s).
10. Bike Yard:
- a. Bike Racks: Provide bike rack area in an approved visible area on site at the perimeter of campus. Quantity of racks is site specific and should be determined by the project/site needs. Provide concrete slab to accommodate bike rack anchors.
11. Site Furnishings:
- a. Outdoor tables, trash, and recycle receptacles are to be anchored and included in the construction contract.

B. Civil Site Design Items

1. General Civil Requirements:

- a. Investigate and document existing site conditions. The record drawings shall not be used as a basis for design.




- b. If specific scope of work necessitates excavation, ensure that the contractor is responsible to employ an underground locator service to identify underground utilities of select areas prior to the start of construction. The construction contract is to require the contractor to be wholly responsible for damage to existing underground utilities and resulting damage. Require the Contractor to contact Dig Alert and utility service providers.
- 2. Surveys:
 - a. The design professional to confirm with the District's Project Manager if the District will be providing the Topographical and Underground Utility Surveys or if it is to be provided by the Design Professional as part of the project deliverables. The Topographical and Underground Utility Surveys shall provide sufficient information to allow for a site plan and civil drawings that provide the requirements below.
 - i) Design shall be based on established and verified bench mark for site. Use of assumed elevations or temporary bench mark will not be allowed.
 - ii) Provide site contours at 0.5 foot elevations on a 25-foot grid.
 - iii) Provide and show site boundary including bearings and distances for property lines on the plans.
 - iv) Provide horizontal controls for key structures.
 - v) Provide rim and invert elevations.
 - vi) Provide AutoCAD drawings that can be used by the surveyor to lay out the site. Make the drawings available to the surveyor during construction.
 - b. Require in the construction contract that the Contractor is to be responsible to have a licensed surveyor perform the construction staking work and certify building pads on completion.
- 3. Site Service Utilities:
 - a. Incorporate findings of the below items into a Field Report due at the end of the Schematic Design phase.
 - i) Coordinate and verify building utility services tie-ins with existing infrastructure capacity and with the local utility companies.
 - ii) Confirm available gas and water pressures.
 - iii) Confirm all applicable fees with utility providers.
 - iv) Coordinate with District Project Manager payment of all utility fees.



- b. Review water services requirements including separate domestic, irrigation, and fire service connections with local water purveyor prior to design.
 - c. Confirm required installation details used by the various agencies.
 - d. Coordinate placement of double detector check assemblies for water and fire services with local water purveyor and District's Project Manager. Detector assemblies shall be accessible from adjacent street and secured with approved locking devices. Coordinate requirements with Electrical Engineer for required conduit for required fire monitoring.
- 4. Storm Water Pollution Prevention Plan (SWPPP):
 - a. On projects that will disturb more than 1-acre, the Design Profession is required to provide the Storm Water Pollution Prevention Plan (SWPPP) prepared by a Qualified SWPPP Developer (QSD) and obtain Department of water resources (DWR) approval.
 - b. The District's Legally Responsible Person (LDR) will be Mr. Craig Deason, Assistant Superintendent of the Center Joint Unified School District.
 - c. Obtain from the District's Project Manager the Department of Water Resources (DWR) "SMART" website access information.
 - d. Include in bid documents the approved SWPPP on projects over 1-acre or on smaller projects the erosion control plan.
 - e. Require contractor to provide erosion control and all-weather access during construction.
 - f. Require contractor to install and maintain the erosion control measures.
 - g. Require contractor to be the Qualified SWPPP Practitioner (QSP) and provide the BMP inspections, reporting, and maintenance.
- 5. Import Fill Material Requirements:
 - a. Imported fill should be free from environmental contaminants, and should consist solely of native soil and rock materials. All import fill material and any recycled import materials must be tested and certified to be free of any hazardous materials prior to allowing on site. 🌍
 - b. Imported materials must be suitable for engineered fill, even if used at landscaping, free of rocks and debris.
 - c. Imported materials shall not have high clay content and must meet the permeability requirements of the projects' hardscape. 🌍



6. Grading:
 - a. The grading on the site should be balanced to minimize import or export of soil. Provide a balance calculation including the spoils generated by footing excavation prior to the start of Construction Document phase.
 - b. Provide a proposed grading plan to the designated District representative for review and approval prior to proceeding with construction documents.
 - c. Coordinate topsoil import and amendment requirements with the Landscape Architect.
 - d. Coordinate grading and pad requirements for all future master planned buildings.
7. Slopes and Access Compliance:
 - a. Do not design to code maximum to avoid compliance issues due to allowable construction tolerances.
 - b. Provide at walkways 1.9 percent maximum cross-slope for path-of-travel.
 - c. Minimum slopes for asphalt concrete shall be 1 percent.
 - d. Minimum slopes for concrete pavement shall be 0.5 percent.
 - e. Concentrated flows in asphaltic concrete areas shall be contained in a 3-foot wide concrete drainage gutter with 8-inches of base below. Use horizontal reinforcing bar in gutters and dowel joints.
 - f. Maintain 2 percent slopes for natural grass athletic fields.
 - g. Natural grass slopes shall be no steeper than 5 to 1 to allow for mowing.
 - h. Slopes steeper than 5 to 1 shall be planted. Coordinate with landscape architect.
8. Storm Water Mitigation:
 - a. Comply with DWR and CHPS requirements for water run-off. 
 - b. Installation and location of storm drainage retention and filtration devices/methods shall be determined on site characteristics based on geotechnical and hydrology reports.
 - c. Submit proposal mitigation methods to the District as part of the Design Development (DD) phase documents.
9. Drainage and Drainage Structures:
 - a. Provide drain inlets at downspout discharges for indirect connection. The downspout should discharge onto drain inlet grate with enough clearance to service the drainage structure. Coordinate inlet structure with footing design.



- b. Retaining walls and raised planters to have a subgrade drainage system tied into the storm drain system.
 - c. Specify area drains in all planter beds.
 - d. All storm drainage underground piping to be straight pipe with structures for cleanout at all angles. Avoid use of "Y" fittings where possible.
 - e. Design interceptor ditches at top of any embankments. Specify permanent erosion control measures on any banks.
 - f. Catch basins to be concrete, with 24-inch square minimum grate size with bolt-down grates.
 - g. Provide bottoms on catch basins.
 - h. Set basins in six inches of gravel base.
 - i. Inlets in sump conditions or recessed areas shall be designed for relief overflows to prevent inundation of buildings
 - j. Locate drainage structures away from or outside of athletic fields.
 - k. Storm drain outlets to have a removable heavy-duty grate with openings no larger than 3" for pest management purposes.
10. Asphalt Paving:
- a. Asphalt bus and truck access roads and portions of parking lots shall have a minimum of a 4-inch asphalt over 12-inch crushed aggregate base section, or greater, if required by the geotechnical report.
 - b. Other asphalt paving shall have a minimum of 3-inch asphalt over 8-inch crushed aggregate base section, or greater, if required by the geotechnical report.
 - c. Do not use rubberized or pervious asphalt paving.
 - d. All asphalt paving and patching to include seal coat.
 - e. Separate landscape areas from paved areas with a moisture barrier that will prevent irrigation water from migrating under paved areas.
11. Piping:
- a. Underground water piping 3-inch and under shall be copper. Larger pipe to be schedule 80 PVC.
 - b. Fire service lines shall be schedule 80 PVC piping.
 - c. Sewer piping shall be SDR 35.
 - d. Coordinate with plumbing engineer to ensure no clashes with sewer lines, compliant slope, and proper drainage is achieved.



- e. Storm drain pipe to be a minimum of 8" in diameter schedule 80 PVC. Only use concrete when required by local agency for tie-in. Do not use corrugated pipe.
 - f. Wrap metal pipe, regardless of soils conditions.
 - 12. Trenches:
 - a. Compact to 90 percent or higher when required by soils report.
 - b. All underground utilities to be detailed with a trace wire and warning tape.
 - c. Provide metallic warning tape 12-inches below grade above utilities.
 - 13. Testing: Require Contractor to perform flood testing of all paving and landscaped areas in presence of inspector to confirm proper drainage.
- C. Landscaping
- 1. General Landscaping Requirements:
 - a. Landscaping is to be as maintenance free as possible.
 - b. Refer to the Appendix for standard Tree Planting, Shrub Planting, and Ground cover planting details.
 - c. Coordinate with District Project Manager for construction schedule to requirements:
 - i) All turfed areas are to be planted 90-days prior to occupancy and be established. (See outline specification for maintenance requirements and warranty period.)
 - ii) All other plantings are to be planted 30-days prior to occupancy.
 - d. Design Professional to submit proposed plant list including all botanical genus and species, common name, to the District's Project Manager for approval prior to finalizing the landscaping plans.
 - e. Design Professional to include plant list schedule on the drawings that include all botanical genus and species, common name, spacing, quantities, and sizes for bid purposes.
 - 2. Landscaping Soil Requirements:
 - a. Evaluate condition of existing topsoil and specify amendments as appropriate. The Design Professional is to obtain agricultural fertility test of existing soils for determination of soil amendments necessary for base bid landscape requirements. If appropriate for the specific project, require the contractor to repeat tests prior to planting to verify amendments and



quantities. Coordinate with District Project manager for bid allowance.

- b. Use organic soil amendments to help restore the health of disturbed soils as required. Utilize on-site soil whenever possible.
 - c. Avoid import/export with the goal of balancing material on-site whenever possible. Coordinate requirements with grading plans. Note that all import materials are required to be tested for compliance with DTSC requires. Refer to Import Fill Materials Requirements. 🌍
 - d. Design Professional to obtain from the District's Project Manager the Geotechnical report with percolation test results for determinations on landscape requirements.
 - e. If the site has hardpan (high clay content) in the landscaping areas, require contractor to breakup hardpan and amend the soil in the entire landscape areas. Also require test holes to confirm appropriate percolation rate prior to planning shrubs and trees.
3. Landscaping Design Requirements:
- a. Employ Crime Prevention Through Environmental Design (CPTED) strategies. Refer to General Site requirements for additional information.
 - i) No hiding spots with clear sightlines and visibility. Maintain visibility through landscaping for campus security patrol.
 - ii) Coordinate tree placement with video surveillance cameras and site lighting.
 - iii) Maintain visibility through landscaping from street for police patrol.
 - b. Preserve existing vegetation, especially groups of plants or significant specimens wherever possible.
 - c. Coordinate with civil and architectural the storm water design impact on landscaping and irrigation systems that slow water velocity, maximize its use for irrigation, and filter pollutants. Minimize maintenance requirements for bio-swales. Utilize best management practices for fine grading and drainage. 🌍
 - d. Specify areas of ground cover in lieu of lawn in small areas around buildings to eliminate small areas that require mowing.
 - e. Planters shall be no smaller than 4 feet wide.
 - f. Minimum width of any turf area is 8 feet to accommodate ride-on mower.



- g. Emphasize plant diversity to develop and maintain a healthy natural system.
 - h. Create planting groups by specifying varieties of plants that are similar in native habitat and watering requirements.
 - i. Prepare planting designs that layer plant types; use a mixture of sizes at initial plantings; and plan for plant succession at maturity.
 - j. Clearly define planting zones by intended use – for example, turf for athletics; lawn for decorative and recreation; tree groves for shade and habitat; shrub masses for buffering and screening, etcetera.
 - k. Design plantings to allow space for full-size mature growth of each species with space for maintenance access. Specify and locate plants within planting areas so that trees and shrubs will not require excessive pruning at maturity.
 - l. In areas adjacent to vehicle traffic, coordinate the mature landscape size with line-of-site for driver safety to maintain visibility around corners.
 - m. Do not plant under stairs.
 - n. Specify jute netting, ground cover, shrubs, and/or trees on slopes greater than 5 to 1. Do not specify bark or turf on slopes greater than 5 to 1.
- 4. Planters:
 - a. All planter areas to have area drains to avoid runoff from planters. Coordinate with drainage plans.
 - b. All raised planters to have surface and French-drain system tied into the storm drain system.
 - c. Coordinate design of raised planters with architectural to discourage skateboarders without use of applied skate stops.
 - d. Planter areas are to have weed fabric installed and four inches (4") minimum of shredded bark mulch. Apply mulch in planting areas to prevent weed growth, protect soil, reduce water loss, and prevent irrigation from washing into other areas.
- 5. Plant Selection:
 - a. Select hardy plants that are native and indigenous or adapted to the climate zone, low-water consumptive, drought resistant, and low maintenance.
 - b. Do not select plants that are highly flammable, have high level allergen, attract bees, poison or poison potential, or emit biogenic emissions or plants with stickers or thorns.



- c. Specify plants that are readily available at various local nurseries.
 - d. All trees to be a minimum of 24-inch box.
 - e. Trees shall be deep rooted. Do not specify shallow rooting trees.
 - f. Design Professional to propose the project specific plantings to the District Project Manager for District approval prior to proceeding with design.
6. Tree Locations and Design:
- a. Locate trees a minimum of 15-feet from all vertical elements including buildings, canopies, light poles, and fences. Provide accommodations for access for tree trimming equipment, such as a boom truck, for large trees
 - b. Coordinate tree placement with exterior lighting fixtures and video surveillance cameras.
 - c. Locate trees in a manner that avoids the mature canopy from contacting or overhanging the buildings with adequate spacing of trees to avoid canopies from connecting.
 - d. Coordinate location of trees with underground utilities. Do not plant trees within 15-feet of all underground utilities. Provide a composite underground utility plan showing all utilities and the proposed landscape plan to the District Project Manager for review and approval prior to finalizing bid documents.
 - e. Graphically show on plans the mature canopy size and height of trees.
 - f. Design 15-feet separation between trees and paving surfaces to prevent mature roots from damaging walkways, hardcourts, parking lots or specify root barriers to prevent spread of roots under paving.
 - g. Locate trees to reduce solar heat gain and minimize glare. Planting deciduous trees on the southeast, southwest, and west side of the building will reduce solar gain in summer during the morning and afternoon. Plant low branching deciduous trees on the west side to keep low afternoon sun off of the west and south walls in summer. ☼
 - h. Utilize deciduous shade trees to provide some summer shading of parking lots. Use root barriers to prevent root spread under paving.



- i. Utilize deciduous shade trees to provide summer shading around athletic fields and hardcourts.
- j. Where trees are located in planter areas or at existing tree, specify groundcover, decomposed granite, or cobbles under drip line as not to impede or damage root growth.
- k. Locate tree rows or tall hedge rows to provide visual and sound blocks as needed.
- l. Coordinate planting schedule with watering schedule so that the different water periods do not compromise the health of the plantings.
- m. Consider window locations to optimize and enhance outdoor views when placing trees.

7. Turf (Athletic Fields) and Lawn Areas:

- a. Restrict turf areas to areas large enough to accommodate 72" deck ride-on mowers. No hand mowing.
- b. Design adequate clearances around trees in turf to accommodate ride-on mowers.
- c. Coordinate with architectural for the necessary access with curb cuts / ramps for ride-on mower access to all turf and lawn areas.
- d. Design 6" concrete mow strips between all turf areas and planters, buildings, fences, or other obstructions. Coordinate concrete work with architectural and civil.
- e. Coordinate with Civil standards for field slope requirements.

D. Irrigation

1. General Requirements:

- a. Design Professional is to verify available water pressure and volume and include irrigation booster pump or pressure reducer in contract, if necessary to maintain appropriate water pressure. Incorporate findings into the Field Report and design as necessary.
- b. Landscape Architect will confirm existing conditions on site with District's Project Manager and obtain their approval of schematic layout and controls prior to proceeding with system design.



- c. Refer to the appendices for the Tree Planting, Shrub Planting, and Ground Cover planting details for District standard deep bubbler detail for trees.
 - d. Separate irrigation water meter is to be installed in accordance with the approving jurisdiction's specifications and be used as the point of separation from all site domestic water use and irrigation water use.
 - e. Design Professional to coordinate electrical service for irrigation metering requirements. Ⓢ
 - f. Design Professional to coordinate location of irrigation main riser and backflow preventer within enclosures in a manner that will accommodate the booster pump or a future booster pump if not currently needed to accommodate potential future pressure loss.
 - g. Verify anticipated water pressure and include irrigation booster pump or pressure reducer in contract if anticipated to be needed at time of completion. If not, design layout to accommodate future booster pump as appropriate with empty 2" conduit for future electrical service.
2. Irrigation Design: (See outline specifications for materials required.)
- a. Design a loop system with isolation gate valves to separate each individual athletic field and individual landscape zone.
 - b. Irrigate trees with deep bubbler irrigation system per attached detail.
 - c. Irrigate shrubs and groundcover with drip system.
 - d. Irrigate lawns and turf with pop-up heads.
 - e. Specify multiple smaller time clocks with maximum capacity of twenty-four (24) stations rather than one larger time clock. Allow for four (4) of the stations per clock to be for future use. Specify separate time clocks for shrubs and turf areas.
 - f. Do not locate valves in areas of play on turf areas.
 - g. Do not allow routing of irrigation main lines through athletic fields.
 - h. Provide quick-couplers for hose connections in locations where required for maintenance. Coordinate project specific locations



with District Project Manager who will coordinate with the M&O department.

3. Water Conservation:

- a. Adhere to State AB 1881 and DSA PR-03 directives:
 - i) Include all necessary landscape water budget calculations showing compliance with AB 1881 and CHPS. 🌍
 - ii) Eliminate overspray and runoff. 🌍
 - iii) Operate irrigation system based upon climatic conditions. 🌍
- b. Use reclaimed water when and where available. Design Professional to confirm with District's Project Manager at the beginning of design the availability of reclaimed water. 🌍
 - i) Coordinate requirements of County Health Department for use of reclaimed water.
 - ii) Use purple pipe and box covers for all reclaimed systems.
 - iii) Provide appropriate warning signage for reclaimed water.
 - iv) No hose bibs or equipment couplers are allowed on reclaimed water services.
- c. Install low-volume, water-efficient irrigation or systems connected to humidity sensors, where appropriate.
- d. Install irrigation systems to avoid runoff, low-head drainage, overspray, or other similar conditions where irrigation water flows onto adjacent property, non-irrigated areas, or impervious surfaces.

III. Specific Room Requirements

A. General Notes

- 1. Refer to individual projects Ed. Spec's for additional requirements.
- 2. Room Layouts: The rooms are to be designed around the furniture and equipment and coordinated with power and data locations. Coordinate with the District Project Manager for the furniture and equipment



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requirements early in the Schematic Design phase. The F&E layouts are to be provided by the Design Professional.

3. Architectural acoustical treatment is to be incorporated into the design at all occupied spaces.

B. Administration Offices

1. Locate in prominent location to receive all campus visitors.
2. Locate adjacent to parking lot and flagpole.
3. Design public counter with high/low countertop.
4. Incorporate the use of indirect, natural daylighting.
5. Provide staff toilet rooms.
6. Design Nurse's room with warm water sink and adjoining student toilet room. Also provide ice machine and refrigerator accommodations.
7. Design MDF room for server and all low voltage head-end equipment. Refer to Appendix for typical layout and requirements.
8. Provide conference room(s) with large flat panel display.
9. Design all offices with ample power and data receptacles.
10. On Middle School and High School campuses, include counselor and vice-principal offices per Ed Specs.

C. Standard Classrooms (Grades 1-6)

1. Refer to Appendix for typical classroom layout.
2. Standard classrooms to be 960 square feet each.
3. Incorporate the use of indirect, natural daylighting.
4. Design seamless 16-foot, wall mounted dry-erase marker boards on teaching wall with a short-throw interactive LED projector centered on whiteboard. Refer to Technology section and Appendix for detailed requirements.
5. Provide tackable wall surfaces on all usable wall areas. Specify field applied vinyl wall covering over tackable base over 5/8" type "X" gypsum wall board.
6. Specify carpet tiles with integrated walk-off mats as indicated in the outline specifications.
7. On Elementary School campuses, specify sink (cold water only) with drinking fountain.

D. Kindergarten Complex / Classrooms

1. Design Kindergarten complex to be located adjacent to administration office and parking lot with secure play yard.
2. Building to compose of two adjoining classrooms, common teachers' workroom and a single stall, student toilet room for each classroom.



3. Kindergarten classrooms to be 1120 square feet each.
 4. Incorporate the use of indirect, natural daylighting.
 5. Specify carpet tiles with integrated walk-off mats in portion of room and linoleum tiles in "wet" areas as indicated in the education specification.
 6. Specify tackable wall surfaces on all usable wall areas. Specify field applied vinyl wall covering over tackable base over 5/8" type "X" gypsum wall board.
 7. Specify sink with drinking fountain in classrooms with cold water service.
 8. Specify sink in Teachers' workroom with warm water service.
 9. Student toilet rooms to have the standard size toilet. Do not specify the small "cadet" sized toilets.
 10. Specify drinking fountain in play yard.
 11. Specify play structure in play yard with Fibar fall protection.
 12. Specify turf area in fenced in play yard with large gate for ride-on mower.
- E. Special Education Classrooms
1. Refer to the District Special Education Department for specific requirements.
- F. Technology Laboratories
1. Refer to Ed Spec for project specific requirements.
- G. Teacher Workrooms
1. Each building or classroom pod shall have a teacher workroom adequately sized to accommodate all teachers.
 2. Specify tackable wall surfaces on all usable wall areas. Specify field applied vinyl wall covering over tackable base over 5/8" type "X" gypsum wall board.
 3. Specify large worktable with flat file drawers.
 4. Specify power, phone and data receptacles.
- H. Cafeterias
1. Incorporate the use of natural daylighting.
 2. Utilize in-wall tables and benches.
 3. Design adequate folding chair storage space.
 4. Design stage complete with curtains, lighting and sound system.
 5. Specify assistive listening device for hearing impaired per ADA.
 6. Specify a power receptacle and adjoining HDMI / Data receptacle in the ceiling to accommodate an A/V projector.



7. Specify epoxy coating flooring.
 8. Design room to have Plastic Laminate impact panels with concealed spline.
- I. Multipurpose Rooms
1. Incorporate the use of natural daylighting.
 2. Utilize in-wall tables and benches.
 3. Specify stage complete with curtains, lighting and sound system.
 4. Provide adequate folding chair storage space.
 5. Specify assistive listening device for hearing impaired per ADA.
 6. Specify rubber flooring with painted multi-sport striping to accommodate basketball court and volleyball court.
 7. Court striping layout to be proposed by architect for District approval.
 8. Specify retractable basketball backstops.
 9. Specify floor inserts for volleyball standards.
 10. Refer to technology section for audio and visual requirements.
 11. Design room to have Plastic Laminate impact panels with concealed spline.
- J. Kitchens
1. Coordinate specific equipment requirements with the Educational Specifications.
 2. Kitchen layout to be proposed by architect for District approval early in the schematic design phase.
 3. Specify non-slip epoxy flooring with integral base approved for kitchen use by Health Department.
 4. Specify Fiberglass Reinforced Panels (FRP) wall panels to ceiling.
- K. Staff Dining
1. Coordinate specific requirements with the Educational Specifications.
 2. Provide sink with garbage disposal.
 3. Provide accommodations for refrigerator with ice maker, vending machines, microwave, and coffee maker with water service.
- L. Library / Media Center
1. Incorporate the use of natural daylighting.
 2. Coordinate requirements of the automated book check out system and book theft detection system with Ed. Spec.
 3. Design area for wireless access points (WAP's) and area for 4 to 6 networked computers for student and teacher research or as otherwise indicated in Ed Spec's



4. Specify carpet tiles with integrated walk-off mats at entry.
5. Provide a separate Librarian office and Librarian workroom with power / data receptacles, and sink.
6. Librarian workroom to have a large worktable with drawers and ample perimeter shelving.

M. Theaters

1. Design Professional to propose type of seating, aisle lighting and associated seating accessories with the District Project Manager and site appointed drama department committee prior to starting design development phase.
2. Design Professional to review the needs of the stage layout, equipment and associated accessories with the District Project Manager and site appointed drama department committee prior to starting design development phase.
3. Design complete with raised stage, handicapped access, front, back and side stage curtains, theatrical lighting, sound system and acoustical engineering.
4. Design backstage storage area with large roll-up doors.
5. Design enclosed control booth with lighting and sound controls. Also design alternate control location backstage.
6. Specify assistive listening device for hearing impaired per ADA.

N. Band and Choral Rooms

1. Refer to educational specification for decision on a requirement to design raised, tiered floor.
2. Locate adjacent to the theater.
3. Design sound-proof practice rooms.
4. Design adequate instrument storage and cleaning areas.

O. Main Gymnasium

1. Design around regulation basketball court with bleachers open to accommodate entire student body. Also to accommodate wrestling tournaments with four matches simultaneously with bleachers open.
2. Specify multi-media sound system to accommodate both student assemblies and athletic events with wireless microphone.
3. Specify assistive listening device for hearing impaired per ADA.
4. Specify scoreboard with remote.
5. Incorporate the use of natural daylighting.
6. Specify motorized telescoping bleachers.
7. Specify solid wood flooring system with custom painting of team logo.



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8. Specify multi-sport striping to accommodate main basketball court with bleachers open, main volleyball court with bleachers open, and reduced sized practice basketball courts when bleachers are closed.
9. Court striping layout to be proposed by architect for District approval.
10. Specify retractable basketball backstops for main court and practice courts.
11. Specify floor inserts for volleyball standards.
12. Specify wrestling mat storage device.
13. Provide a power receptacle and adjoining HDMI / Data receptacles in the ceiling to accommodate an A/V projector. Projector inputs to be routed in conduit to media hub location.

P. Auxiliary Gymnasium

1. Incorporate the use of natural daylighting.
2. Specify solid wood flooring system.
3. Specify multi-sport striping to accommodate a regulation basketball court and regulation volleyball courts.
4. Court striping layout to be proposed by architect for District approval.
5. Specify fixed basketball backstops.
6. Specify floor inserts for volleyball standards.

Q. Wrestling Gymnasium

1. Incorporate the use of natural daylighting.
2. Specify wrestling mat storage and transport device to move mats into main gym for tournaments.
3. Specify solid wood flooring system.

R. Dance Room

1. Incorporate the use of indirect, natural daylighting.
2. Design separate room for dance and aerobic classes.
3. Design wall of mirrors with rail.
4. Specify solid wood floor system.

S. Locker Rooms

1. Locate adjacent to Gymnasiums.
2. Incorporate the use of natural daylighting.
3. Specify athletic lockers. Design Professional to propose type and layout to District Project Manager for approval.
4. Design coaches' office with observation windows. Specify mirrors and low lockers to avoid hiding places in locker rooms.



5. Specify sealed concrete floors sloped to drain with 6" sealed concrete curb..
 6. Design each locker room to have a custodial closet with hot water hose bib that can be used to hose out the entire locker room.
- T. Student Toilet Rooms and High School Shower Areas**
1. Specify ceramic tile floors and walls to a minimum of eight feet or to ceiling if nine-feet or less.
 - a. Floor tiles to be 2 x 2 non-slip.
 - b. Wall tiles to be 4 x 4 with accent pattern.
 - c. Include requirements for narrow grout lines.
 2. Specify sloped floor with floor drains.
 - a. Coordinate location of drains with toilet partitions.
 - b. Each toilet room to have a loose key hose bib under one of the sinks.
 3. Specify semi-gloss painted water resistant gypsum wall board above and on ceiling.
 4. Specify padlock hasp to allow doors to be locked open during school hours.
- U. Staff Toilet Rooms**
1. Specify ceramic tile floor with drain and a four-foot wainscot.
 - a. Floor tiles to be 2 x 2 non-slip.
 - b. Wall tiles to be 4 x 4 with accent pattern.
 - c. Include requirements for narrow grout lines.
 2. Specify semi-gloss painted water-resistant gypsum wallboard above wainscot and on ceiling.
- V. Custodial Office**
1. Provide a small, conditioned office for the custodial staff.
 2. Office shall not be in same room as mop sink or chemical storage, but can be included in dry storage room.
 3. Specify with data and power receptacles.
- W. Custodial Closets**
1. Custodial closet with mop sink is required within each building or each locker room and as suitable to accommodate specific project design.
 2. Specify sealed concrete floors with 6" sealed concrete curb and floor drain.
 3. Specify FRP wall panels.



4. Specify metal shelving and locking metal storage cabinet for non-flammable chemicals.
 5. Design Professional to identify at least one closet on campus and include requirements for proper storage of hazardous waste and flammable materials. In addition, provide separate accommodations for science and shop related hazardous material storage.
 6. Specify semi-gloss painted water-resistant gypsum wallboard on ceiling.
 7. Design wall space above mop sink to accommodate cleaning product dispenser rack system and include a separate hot water hose bib
 8. Specify exhaust fan in room.
- X. Low Voltage / Technology Room (MDF/IDF Rooms)
1. Design separate room with independent HVAC to house server and all other electronic head-end equipment. MDF Room shall be approximately 10' x 15' in size and the IDF Rooms are to be approximately 10' x 10'. Refer to Appendix for typical layout requirements.
 2. Design Professionals to coordinate size, layout and location of room with the District Project Manager.
 3. Design to minimize dust and water moisture intrusion in room.
- Y. Mechanical / Electrical Rooms
1. Locate utility rooms to be accessible via exterior doors.
 2. Do not locate temperature sensitive, low voltage head-end equipment in same room as water heaters, transformers, and furnaces, etc.
 3. Include requirement to paint floor indicating the code required clearances of equipment and panels.

IV. Building Design Exterior Items

A. General Requirements

1. Construct buildings primary structure with permanent materials such as concrete, concrete block and steel. Use of wood framing shall be limited to non-structural items.
2. The exterior design must be simple with durability and low maintenance as primary considerations, but also provide an aesthetically pleasing architectural style.
3. Designs shall utilize simple rectilinear shapes.
4. The structural grid system should be laid out in modules divisible by four-foot increments.



5. Do not design handicapped accessibility requirements to code maximums or minimums. To accommodate construction tolerances for ADA compliance, allow for some accommodations in the design.
6. Whenever possible reduce the need for ramps through use of sloped walks. Similarly, whenever possible reduce the need for handicapped lifts using ramps.
7. Design to provide protection of doors and windows from direct rain.
8. Design to provide ample natural, cross-ventilation in addition to mechanical ventilation. Site to minimize introduction of external pollution sources. 🌍
9. Avoid louver sun shade systems and other hard to clean exterior features and bird perching areas. If any sun screens are used, coordinate access requirements to clean windows.
10. Rooftop HVAC equipment, except small exhaust fans, shall be fully screened from view including economizers, power exhausts and other accessories. Screens shall be integrated into the architectural design, matching the building in material and scale.
11. Locate mechanical equipment in a manner to minimize noise transmission into occupied spaces. 🌍
12. Exterior soffits to be a solid surface with insect screens at vent. Do not use perforated metal.
13. Design Professional to include requirements for a bronze dedication plaque on new buildings including backing. Coordinate with District Project Manager for approval of proposed text, location, and size.
14. All structural assemblies that penetrate the roofing due to a connection into the structure must be completely capped with no holes and openings to allow for water intrusion into the building.
15. Require contractor to provide coordination drawings signed by all MEP trades confirming mutual coordination to ensure that the Owner receives a complete functional system.
16. Detail and specify at all door and window heads galvanized sheet metal flashing. At jambs and sills if galvanized sheet metal flashing is not detailed, to provide waterproofing of frames to building vapor barrier system.
17. Include a general requirement to provide a complete thermal envelope. Provide schedule for require R values for all locations required. Coordinate installation locations and indicate on all drawings where applicable.



B. Day Lighting

1. Incorporate indirect, diffused, and natural day-lighting. ① Provide sun protection of windows to avoid direct sunlight and excessive solar heat gain during the summer months. Address glare concerns during winter months. Use skylights, tubular skylights, clerestory windows, and light wells to introduce natural light in occupied rooms.
 - a. Do not allow direct sunlight into the spaces.
 - b. Obtain recommendations from the mechanical engineer on the U values required for the glazing.
 - c. Only use skylights and/or sola-tubes in rooms that are "landlocked" in the building, are occupied, and cannot receive shared light from perimeter windows. ①
 - d. Do not use internal lights in tubular skylights.
 - e. Glass is not allowed as a skylight material.
 - f. Skylight curbs must be no less than 8 inches high. Coordinate curb height to properly cricket for positive drainage and meet both the skylight and roofing manufacturer requirements.
 - g. Use manufacturer pre-glazed units. Do not specify custom or special-order products.
 - h. Provide translucent glazing in toilet rooms, locker rooms, and other areas where visibility is a concern.

C. Roofs

1. Sloped metal roofs are to be used wherever practical. Use of low-sloped roofs shall be minimized unless necessary to accommodate rooftop equipment or photovoltaic panels.
2. All roofing to meet the "Cool Roofing" and "Energy Star" roofing criteria. ①
3. On sloped roofs (3" in 12" or greater) use metal roofing with interlocking standing seems.
4. On low-sloped roofs (½" in 12" to 3" in 12") Design Professional to make recommendation on proposed type of roofing.
5. The roofing system design shall incorporate all aspects of roof waterproofing, including parapet walls, skylights, flashings, drains, scuppers, gutters, downspouts, etc. Comply with current NRCA and SMACNA standards.
6. All roof systems must have a Class A Fire-Resistive Rating. The Design Professional must coordinate the entire assembly requirements to achieve Class A rating, not just the roofing membrane. In addition, roofs shall be designed for wind exposures in accordance with CDC designations for specific building locations. Roofing system manufacturer shall submit a wind uplift calculation per ASCE 7-10. Ref. CBC Chapter 15 1504.1.
7. Roofing systems shall be designed for and be specified with a minimum 30-year non-prorated, labor-and-materials warranty for built-



up roofing materials, flashings, tile underlayment, standing seam metal and metal wall panels. The same manufacturer is required to provide warranty of all roofing system types on each building including but not limited to standing seam metal, metal wall panels, low slope built-up roofing, and tile roofing. The manufacturer will provide a notarized letter for each project before the award of roofing contracts stating that all systems will be covered under one (1) warranty including all transitions between the different roofing types (i.e. standing seam metal to built-up for example). The warranty shall not require the purchase of a manufacturer's maintenance program, and only routine District maintenance involving such tasks as cleaning debris and unclogging roof drains shall be necessary to keep the warranty in place.

8. The roof materials and warranty shall not be considered for value engineering.
9. Design low-sloped roofs to have parapets of 42-inch guard rail height, minimum.
10. Do not allow the use of pitch pockets.
11. When internal roof drains are not avoidable, detail sumps per manufacturer recommendations.
12. Design to prohibit that ability to access the roof by climbing security gates, chain link fences, low walls, planters, trees or other access method.
13. Provide walkway pads to and around rooftop equipment and at roof access ladders or roof access hatches.
14. Roof access to be with a fixed access ladder in a secure location. No external roof ladders. Provide where access to the roof is required for servicing equipment. Design to comply with Cal OSHA requirements.
15. Locate accessories 10-feet from roof edges without parapets and 12 inches from cant strips at parapets.
16. Design to discourage bird perching and nesting.
17. Design roofs to prevent overlap below or above other roofs without adequate clearance for re-roofing, etc.

D. Gutters, Downspouts, and Rainwater Leaders

1. Design rain gutters to be above 10-feet and specify to be 22-gauge, fully soldered, at all roof edges. If gutter must be below 10-feet, then indicate a 16 gauge fully welded gutters.
2. Specify leaf-guards for all gutters.
3. Gutter profile shall be minimum 4" wide with $\frac{3}{4}$ " reveal at lip lower than the building side.



4. Avoid use of internal rainwater leaders. If design necessitates internal roof drain, then the rainwater leader must be exposed in a utility room such as Custodial, storage, mechanical and electrical rooms.
5. Downspouts are to be a minimum of 3" and constructed of schedule 40 galvanized steel pipe. Mount pipe tight to wall to minimize ability to climb.
6. No 90-degree joints allowed; all joints to be straight as possible.
7. Specify indirect connection to storm drain system via drain inlet at downspout discharge.

E. Sheet Metal Flashing and Trim

1. Where part of the metal roofing system, provide 22-gauge galvalume with factory applied Kynar baked-on (70% resin) fluorocarbon coating system for all sheet metal flashings and trim including, edge metal, coping, counter flashing, etc.
2. Coping shall slope 1/4" inch per foot minimum to inside of building. Must be fabricated from metal provided by manufacturer of roofing products on building and included in 30-year warranty.
3. Extend flashings minimum of 4" over roofing membrane.
4. Provide 2-part counter flashings (snap-lock) at parapets to ease re-roofing. Fry Reglet products are recommended (www.fryreglet.com).
5. Use round roof penetrations wherever possible and seal with zinc roof jacks (ZincJak by Commercial Innovations or as otherwise recommended by the Design Professional) with stainless steel draw bands. Any penetrations that cannot be flashed with a typical roof jack will need to have a fully welded 22ga metal (Pelican or as otherwise recommended by the Design Professional) hood detail installed on top of a minimum 8" high curb and fully filled with expanding foam. All lines must have a 2" drip bend installed before entering the pelican hood.
6. Roof Accessories
 - a. Where the use of tie-offs is unavoidable like sloped roof, tie-offs shall comply with maintenance workers safety requirements per CAL OSHA.
 - b. At skylights and roof edges provide: guardrails, removable screens (openings cannot exceed 4" x 4"), or glazing systems adequate to withstand required structural loads (as required by DSA) for fall protection.
 - c. Project specifications shall require the contractor to perform 40 lb./s.f. load test on all skylights or as required by DSA.
 - d. Roof hatches and roof access ladders shall have telescoping safety ladder posts. Roof hatch shall have a factory applied Kynar finish or powder coated finish.



F. Exterior Finishes

1. Finishes are to be paintable, pre-finished, or if exposed masonry, treat with anti-graffiti coating up to eight-feet high and treat with standard masonry sealer above.
2. Traditional stucco with full scratch and brown coats and integral color or cementitious board with full backing with paint finish are all acceptable exterior finishes.
3. Concrete block is acceptable only if it sealed and painted. Split face block with clear finish is not allowed.
4. If metal siding is used, coordinate details and penetrations to accommodate profile. Details should allow the ability to replace individual panels. Do not use where accessible to touch or subject to vandalism. Metal wall panels are to be pre-finished 22ga galvalume sheet metal with factory applied Kynar baked on coating system.
5. Ceramic tile to be used on a limited basis as an accent tile.
6. Soffits are to have durable finish.
7. Exterior Insulated Finish System (EIFS) assemblies are not permitted.
8. Glass Fiber Reinforced Concrete (GFRC) assemblies are not permitted.
9. Exterior wood siding or trim are not acceptable.

G. Waterproofing and Vapor Barriers

1. All retaining walls to be detailed with water-stop joints, have waterproofing applied to the entire back-side of wall/foundation, covered with protection board, backfilled with drain rock, and perforated drain pipe below wall-to-foundation joint that is connected to the storm drain system.
2. Design professional to propose recommended method to provide slab moisture and pH mitigation to satisfy the flooring manufacturers' warranty requirements prior to incorporating into the Construction Documents.

H. Ramps, Guards, and Handrails

1. Exterior railing to be non-painted hot-dipped galvanized steel with galvanized finish.
2. Specify guardrails with vertical pickets.
3. Design ramps and railing to discourage skateboarders.

I. Room Numbering, Naming, and Building Signage



1. The Design Professional is to propose room number to the District Project Manager for approval. Room numbering shall be developed early in the design phase so that room numbers on the drawings will match the final room numbers on site.
2. Room numbering to be used for electrical panel labeling, phone assignments, data outlet assignments, smart thermostats, security alarm device addresses and fire alarm device addresses.
3. Room name / numbers and building signage shall be mechanically fastened with vandal-resistant fasteners and reinforced with double-stick tape.
4. Coordinate signage locations with other items that may be in conflict, such as windows adjacent to doors where room identification sign is required to be placed. Signage affixed to windows is to be avoided.
5. Room identification signage is to be identified on all classrooms and non-occupied rooms. Coordinate with the District Project Manager for room names and numbers and use on construction documents.

J. Concrete Masonry Unit (CMU) Walls

1. Provide furred out walls to accommodate switches, conduits, outlets, etc.
2. At all non-rated walls provide a "block out" opening to run new and future conduit through.
3. Detail connections of steel beams between CMU walls with field welded connection on at least one side to accommodate construction tolerances and work sequence.
4. CMU is to be painted in all cases on the side exposed to weather, or both sides where freestanding and exposed to weather.

K. Doors

1. Elementary Campuses:
 - a. All exterior doors shall be solid core metal doors with continuous hinges
 - b. Interior doors in office area are to be stain grade, solid core wood doors. All other interior doors shall be paint grade, solid core wood doors.
2. Middle and High School Campuses:
 - a. All exterior doors shall be solid core metal doors with continuous hinges except at high abuse areas such as gym, locker rooms, cafeterias, and alike. Doors in areas of high abuse shall be FRP doors with continuous hinges. Note that FRP doors are limited to a 20-minute label, where rated doors in excess of 20-minutes are required specify solid core metal doors.



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- b. Interior doors in office area are to be stain grade, solid core wood doors.
 - c. Interior doors in non-office and non-high abuse areas shall be solid core, paint grade, wood doors.
 - d. Interior doors in area of high abuse (such as gyms, locker rooms, student toilet rooms and remote doors subject to vandalism), then doors shall be FRP doors.
3. All FRP doors to have custom factory color.
 4. Minimum sized door is 3-foot by 7-foot.
 5. No door to be over eight feet high or four feet wide.
 6. Doors sizes greater than 3-foot by 7-foot to be increased by 2-inch increments.
 7. Door thickness to be 1 ¾ inches, no exceptions.
 8. Vision Lite:
 - a. Doors shall have a vision light in all locations except utility rooms, custodial office, restrooms, MDF/IDF rooms, locker rooms, and storage rooms.
 - b. The vision lights are to be long (approximately 30 inches) and narrow (approximately 6 inches) to allow better visibility while maintaining security. Coordinate actual size with door hardware requirements.
 - c. Use small size and fire rated glass at rated doors, tempered ¼ inch glass at all others.
 - d. Doors to music practice rooms shall have half glass, insulate as appropriate for acoustic insulation.
 9. Do not provide door frames with integrated sidelights or separate sidelights.

L. Door Hardware

1. General: Design Professional to submit completed finished hardware specification to District Project Manager and IR Security Technologies representative for review and acceptance prior to including in bid documents.
2. Keying: Design Professional to meet with designated District project manager, IR Security Technologies representative, District locksmith and site personnel to determine keying schedule. The keying schedule is to be incorporated into project specifications prior to bid.
 - a. All doors to be fitted with Schlage Everest cylinders and keyed into the District restricted keyway system. Cylinder cores are to be removable and interchangeable.
 - b. All cylinders to be factory keyed and shipped with construction split-key system.



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- c. District keying system consists of restricted keyways on a District-wide site grandmaster, utility-master, building master, community key (access to only spaces being used by community) and specific door hierarchy.
 - d. Exterior doors to same building and multiple entries to same room are to be keyed alike.
 - e. Staff restrooms and workrooms shall be "maisoned" to classroom keyway. (Each teacher should be issued one key that allows access to only his or her classroom, a staff restroom and workroom.)
 - f. All other doors shall be keyed differently within the Site/Grand Master restrictions except for the special use rooms listed above.
 - g. Provide key cabinet located in secure room in office.
3. Exit Devices:
- a. Von Duprin, no substitutions allowed.
 - b. Heavy-duty touch bar exit rim device.
 - c. Specify with keyed removable mullion at paired entrances.
 - d. Vertical rods and concealed rods are not accepted.
 - e. Specify with keyed dogging cylinder and with pull trim at exterior entrances.
 - f. All paired doors shall be specified with surface mounted panic devices, keyed removable mullion and set of heavy-duty pull handles with interchangeable cores both inside and out.
4. Lever / Latch-sets:
- a. All locksets to be Schlage (Ingersoll-Rand Company), "ND" series, in the "Rhodes" design with "Vandlgard" lever at all exterior applications and "Non Vandlgard" at all interior applications.
 - b. All Classrooms Doors (where exit devices are not required by code) shall have classroom security function; the outside lever can be locked with a key from the inside. The inside lever is always unlocked to allow unrestricted exit:
 - i) Schlage ND60PD at interior locations.
 - ii) Schlage ND93 at exterior locations (Vandlgard).
 - c. All exterior pull handles to be Ives #VR910-NL and #VR910-DT on non-active leaf on pair of doors.
 - d. All Student Toilet Room doors shall be specified to have Schlage L9460P 503 626 x 03A 626 lever-set with function XL11-886. Also include push plates with cutout around the



- fixed exterior side lever. Students must not be able to lock themselves in room.
- e. All Staff Toilet Rooms without toilet partitions shall be specified to have a Schlage ND85PD Faculty Restroom Lock function lockset with modification to enable only a push function and disable the "push and twist" function.
 - f. All interior Office doors to be specified as Schlage ND70PD, to have no button function on one side and keyed cylinder on other side.
 - g. All Storage rooms to be specified as Schlage ND80PD on interior doors and ND96PD on exterior doors. They are to have a lever that locks automatically when door is shut, but releasable from interior and keyed cylinder on other side. Only to be used on true storage rooms.
5. Door Closers:
- a. All doors to have LCN #4041 EDA-TB heavy-duty, door closures. No substitutions. Long arm is required where wide throw hinges are required.
6. Hinges:
- a. All exterior doors are to be full length, mortised, continuous hinges. Note that if there is an obstruction of more than 2 13/16" preventing door from opening 180 degrees or against adjoining wall, then specify wide-throw butts with ball bearings. Specify four wide-throw butts for a standard height door.
 - b. All FRP doors are to have full length, mortised, heavy-duty, continuous hinges. Note that if a throw greater than 2 13/16" is required, then FRP door cannot be utilized. Also, FRP doors are limited to a 20-minute label. When label is required specify stainless steel hinge.
 - c. All interior doors to have ball bearing butt hinges.
7. Hold Opens:
- a. All exterior doors are to have wall mounted door hold-opens where code permits. Mount high on wall.
 - b. All primary interior doors on campuses with interior corridors shall have wall mounted door hold-opens where code permits.
8. Weather Stripping:
- a. All exterior doors are to be fitted with brush-style, 45-degree, weather-stripping.
9. Door Louvers:
- a. All exterior door louvers to be heavy duty vandal resistant.
10. Accessories:



- a. Specify custom heavy-duty hasp on student toilet room doors that will allow the custodian to pad-lock open the doors during occupied hours.
- b. Specify kick plates at the base of non-FRP doors that are subject to abuse, such as kitchen, storage rooms, custodian rooms, etc.
- c. All exterior locksets to be equipped with Trimco "Cylindrical Lock-guard" #1083-6.

M. Windows and Glazing

1. Exterior windows to be Low-E, dual pane, with thermal break and to be constructed of clear anodized extruded aluminum. ☼
2. Dual pane glazing to be standardized in size for ease of replacement.
 - a. Specify no more than six (6) sizes.
3. Specify heavy duty stainless steel hinges and handles on windows. No plastic hardware.
4. Specify operable window sections in all rooms with screen on interior side of glazing.
5. Do not specify awning windows.
6. Design cross ventilation when possible with high/low openings.
7. All glazing is to be low-E and lightly tinted. No dark tinted glazing.
8. Use fire rated glazing only when other options are not available. Use wire glass or fire doors before using fire rated glazing. Consider eliminating windows that require fire rated glazing. Avoid need for fire sprinklers water curtains to protect openings.
9. Provide a standard minimum sill height of 38-inches, except at windows at lobbies, entries, special use rooms, service and point-of-sale interaction.

N. Ceilings

1. Specify standard acoustical ceiling system per the outline specifications in standard rooms such as classrooms and offices.
2. In areas where more decorative ceilings are appropriate such as lobbies and conference rooms, it is acceptable to use more expensive ceiling systems. Coordinate project specific locations with District Project Manager.
3. Do not specify twelve-inch square acoustical ceiling tiles on new construction projects.
4. Do not use fire rated acoustical suspended ceilings.
5. Exposed MEP is only allowed in Gyms, Utility rooms, Storage rooms, IDF rooms, and MDF rooms. In MDF and IDF rooms do not locate any



wet plumbing lines. All exposed piping, ducts and conduits are to be painted.

6. No exposed insulation.
7. Coordinate requirements and locations for access hatches on hard ceilings with MEP and show all on reflected ceiling plan.

O. Acoustical Treatment

1. Comply with CHPS acoustical prerequisite requirements. ④
2. Architectural acoustical treatment is required at all spaces. Acoustical ceilings are the minimum requirement. Carpet and sound absorbing wall panels may be used in lieu of acoustical ceilings.
3. Specify acoustical metal decking when exposed in locations with acoustical requirements.
4. Provide sound insulation in all walls at occupied locations. Fill wall cavities completely.
5. Extend wall framing with sound insulation to room or underside of floor above at conference rooms, office spaces and other areas where sound transition is a concern, but sound walls are not necessary.
6. Provide staggered stud sound walls in areas where sound transmission is a concern such as occupied areas adjacent to STEM labs, auditoriums, music rooms, music practice rooms, shops, and toilet rooms.
7. Mitigate noise from mechanical equipment. Coordinate with mechanical equipment provisions for sound deadening.

P. Interior Wall Finishes

1. Specify and detail durable, low maintenance interior finishes.
2. All gypsum board to be Type 'X' 5/8-inch minimum.
3. Interior corridors, locker rooms and other areas of high abuse are to have reinforced gypsum wall board with vandal resistant corner guards.
4. Specify vandal-proof corner guards in interior corridors.
5. Specify impact resistant plastic laminate panels with concealed spline in sport facilities that do not have concrete or masonry walls.
6. Do not specify plaster faced gypsum board.
7. Specify chair rails in classrooms and high traffic areas. Confirm with the District Project Manager on locations.
8. Provide design patterns using accent tile colors and indicate pattern on plans.

Q. Color Selection



1. The Design Professional is to propose color selections in the Design Development phase. All color selections are to be finalized prior to the completion of the construction documents and included in the bid documents.

R. Flooring

1. Toilet rooms to have 2 x 2 ceramic tile flooring with coved tile base transition to wall tiles.
2. Locker rooms Custodial, and shops to have an sealed concrete finish with coved transition to exposed 6" sealed concrete curb.

Portion of Kindergarten room to have linoleum tile floors with 4" top set base. The remaining portion of the Kindergarten is to be "carpet". Classrooms, Offices, and Interior coordinators to have "Carpet" or VCTT (Vinyl Cushioned Tufted Textile) to have 4" top-set rubber base. At areas where carpet is required, specify integrated walk-off mats at exterior door locations for six-feet walk-off minimum and 18" from pull side of door.

3. Provide design patterns using accent colors at classroom doors and other appropriate areas.
4. Kitchens to have epoxy flooring with integrated 6" base that abuts the bottom of the FRP panels.

S. Marker Boards

1. Provide 16-foot one-piece marker boards in all classrooms and conference rooms.
2. Install bottom no higher than 36" above finished floor.

T. Window Coverings

1. Manual operated heavy-duty roller shades shall be provided at offices, conference rooms, nurse's room, classrooms, libraries, and other areas where appropriate.
2. No shades are required at high windows.
3. Do not specify motorized shades.
4. Do not provide shades in gyms.
5. Specify black-out shades in certain science labs and performing arts areas.

U. Toilet Rooms and Accessories

1. The following requirements are for standard toilet rooms:
 - a. All accessories are Contractor Furnished Contractor Installed (CFCI), unless noted otherwise below.
 - b. Mirrors in toilet rooms are to be float glass mirrors with vandal film without shelves.



- c. Design toilet rooms to prevent visibility into the toilet room with consideration given to the line-of-sight visibility of mirrors.
- d. High velocity, air only hand dryers at student toilet rooms. Warm air hand dryers are not allowed.
- e. Paper towel dispensers at all staff toilet rooms, classroom sinks, and Kitchen hand sink.
- f. Accommodate location for District furnished waste receptacle at door.
- g. Soap Dispensers to be automatic wall-mounted. Dispensers to be hard wired. No batteries allowed. Locate adjacent to sink so that soap dispenses into the sink. Indicate dispenser locations on the drawings, and coordinate with electrical for connection.
- h. Protective Seat Covers at staff and public (non-student only) toilet rooms.
- i. Feminine Napkin Disposal, one per stall.
- j. Non-accessible stalls:
 - i) Specify surface mounted multi-roll toilet paper dispensers.
 - ii) Individual accessories preferred over one combined accessory. Specify surface mounted partition accessories in lieu of accessories that require cutting the partition or double-sided accessories.
- k. Accessible stalls:
 - i) Specify accessible standard sized multi-roll toilet paper dispenser.

V. Architectural Woodwork / Casework

- 1. Acceptable finishes are wood veneer and plastic laminate.
- 2. Use common woods such as birch, fir, and maple. Do not use exotic or scarce woods. 🌳
- 3. Use plastic laminate or solid phenolic countertops. Provide backsplashes where countertops are susceptible to water damage such as art rooms and sink cabinets.

W. Fire Extinguishers

- 1. All required fire extinguishers are to be included in the construction contract and installed in semi-recessed fire extinguisher cabinets. Locate in appropriate wall types; wall-mounted cabinets are to be avoided due to accessibility clearance requirements.
- 2. Provide pre-finished steel lockable cabinets with breakable glass in the door.



X. Lockers

1. Provide for staff food service workers and athletic facilities.
2. Develop numbering system that does not repeat locker numbers, even if the lockers are in different rooms.

Y. Vertical Circulation

1. Building Stairs:

- a. Stair risers must be solid.

2. Elevators:

- a. Design Professional shall coordinate any required devices in the elevator shaft such as: smoke detectors, heat detectors, and fire sprinklers with the elevator manufacturer, California Building Code, and the State Elevator Inspector.
- b. Elevator cabs shall be sized to accommodate standard gurneys.
- c. Provide flooring for cab, include on finish schedule on the Drawings.
- d. Elevator equipment room and shaft to be rated per code requirements. Size rooms of sufficient size to accommodate the specified manufacturer's equipment.
- e. Do not run conduit, water lines, roof drains, or other utility not serving the elevator in elevator equipment room.

3. Accessibility Lifts:

- a. Avoid the use of lifts whenever possible. Lifts are not allowed in new construction.

V. Mechanical Requirements

A. General Requirements

1. The HVAC system shall comply with the current California Code of Regulations, T-24, the standards of ASHRAE and NFPA as well as the requirements of local authorities having jurisdiction including but not limited to the county health department for kitchens, air quality management district for emissions and permitting related to boilers, City and County Pollution Control District and Fire Departments for Hazardous materials storage and distribution. Comply with the other provisions of these Facility Design Standards.
2. District encourages the designs to improve on the code required minimum performance to extend life cycle cost effectiveness. Consult with the local utility companies and District Project Manager to take maximum advantage of incentives for higher efficiency.



3. All applicable projects are to be designed to be able to obtain CHPS certification. ④ Discuss potential project CHPS requirements with the District Project Manager early in Schematic Design Phase.
4. Refer to Part 4 for the outline specifications for products, materials, and installation standards.
5. The proposed HVAC design solution shall be presented to the District Project Manager in a narrative form with equipment catalogue cuts and any drawings or diagrams to amplify or explain approach. This should be done in the preliminary schematic design phase. Design shall not proceed until the approach and preliminary schematic design is reviewed and accepted by the District Project Manager.
6. The Design Professional is to meet with the District Project Manager to help develop phasing schedule and coordinate system design for construction phasing requirements. The goal is to minimize impact to campus operations and allow for functioning systems during construction. The Design Professional is to review mechanical as-built drawings, conduct independent site investigations and evaluate existing conditions. Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.
7. Assure maintenance and accessibility provisions for servicing and replacement.
 - a. Fixed ladders and roof hatches shall be incorporated in projects where regular access to the roof is required for servicing equipment. Comply with Cal OSHA requirements.
 - b. Provide adequate working space around equipment for servicing. Coordinate with architectural drawings for required clearance striping and indicate on drawings.
 - c. If components requiring regular service are located above ceiling, they shall be accessible from the floor via portable ladder through access doors or removable ceiling tiles of adequate size to accommodate requirements of servicing.
 - d. Layout equipment and equipment rooms in a manner which allows for ease of filter replacements, equipment maintenance and replacement. Ensure design provides access for equipment removal and replacement including adequate door size, and space for a lift.
8. Locate rooftop equipment, of any sort, such that guardrails are not required at roof edges.
9. Locate mechanical equipment in a manner to minimize noise transmission into occupied spaces. Use vibration isolation, concrete pads, insulated ductwork, and flexible duct connections. ④



10. Filter sizes shall be standard sizes and shall be limited to the minimum number of different sizes as much as practical.
11. Equipment associated with the HVAC system shall be screened from view.
12. For rooms housing the MDF and IDF, provide dedicated air conditioning unit with local controls and gravity drain condensate line with no pump.

B. HVAC System Design Criteria

1. Design campus with heating, ventilation and air conditioning in all occupied spaces. No heating or air conditioning is required in storage rooms or custodian closets. Also, no air condition in student toilet rooms with exterior doors.
2. HVAC systems shall primarily be individual rooftop packaged gas-electric units and possibly small split units to service special use areas such as computer server room. Specify radiant heaters to service shops and student toilet rooms with exterior doors. Specify rooftop package units with gas heat and DX cooling in locker rooms. Multi-zone units and evaporative coolers are not acceptable.
3. Design Professional to design system around Trane units for the layout, weight, size and performance criteria (see outline specifications for additional material and equipment information).
4. Systems shall be properly zoned according to exposure and occupancy usage. Specify an individual unit for each exposure/occupancy zone. Each classroom shall have its own individual unit. No more than 4 like offices on the same exposure on the same zone. Consider VRF systems for buildings with multiple small zone requirements such as administrative offices. Use of VRF systems shall be discussed with the District Project Manager early in Schematic Design Phase, and approved, prior to use on projects
5. Airside economizers shall be provided for each system 1200 CFM or greater in size.
6. Rooftop packaged gas-electric HVAC units and outdoor air-cooled condensing units shall have an efficiency rating higher than that required by Title 24. When equipment is available with energy efficiency ratings that exceed Title 24, such equipment shall be specified, provided there are enough manufacturers who can meet the higher efficiency requirement to insure a non-proprietary competitive bid.
7. High efficiency type motors shall be specified for all HVAC equipment and exhaust fans.
8. Areas such as auto shops that have large roll-up doors, which are often open, shall not have forced air heating systems. Specify gas-fired radiant tube type heating systems in lieu of forced air heating.



9. When rooftop packaged gas-electric units or outdoor air-cooled condensing units are used, heavy gauge expanded metal vandal guards shall be specified on the units to protect the condenser coils and fins.

C. HVAC Load Calculations Criteria

1. Heating and cooling load calculations shall be performed using a computerized load calculation program that is ASHRAE-based as required by Title 24. Equipment shall be sized and selected to handle the heating and cooling loads calculated, and per the requirements of Title 24.
2. Outdoor design conditions shall be as required by Title 24 and ASHRAE, which are as follows: Winter: 28°F; Summer: 100°F dry bulb/70°F mean coincident wet bulb, and 71°F design wet bulb.
3. Indoor design conditions shall be as required by Title 24 and ASHRAE.
4. District standard thermostat settings are Heating: 68°F; Cooling: 73°F

D. Ventilation Criteria

1. Minimum outside air rates delivered to the occupied spaces shall be in accordance with Title 24/ASHRAE Standard 62.
2. "Demand Control Ventilation" (CO₂ control) of minimum outside air delivery rate shall be used on high occupancy spaces, including multipurpose rooms, cafeterias, gymnasiums, libraries, and theaters. Provide override for humidity control. Require contractor to calibrate CO₂ sensors and commissioning consultants review and confirmation of proper calibration.
3. Minimum supply air circulation rates shall be as follows: corridors, storage rooms: .5 CFM/SF; locker rooms: 2.0 CFM/SF; classrooms, multipurpose rooms, cafeterias: 1.5 CFM/SF; administrative offices, libraries, theaters: 1.2 CFM/SF; gymnasiums: 1.0 CFM/SF.
4. Locker rooms to utilize 100% outside air.

E. Exhaust Criteria

1. Student toilet rooms shall be exhausted at a rate of 15 air changes per hour and be held at a negative pressure. Fan to be interlocked with lights with a 15-minute time delay. Provide a keyed switch override.
2. Custodial closets and dark rooms shall be exhausted at a rate of 20 air changes per hour, be held at a negative pressure and be manually switched. Fan to be interlocked with lights and have a 15 minute time delay. Provide a switch override.



3. Exhaust for specialty areas such as shops, kitchen hoods, art classroom kilns, shop welding areas, woodshop sawdust collection systems, science classroom hoods and other career technical educational (CTE) spaces shall be suitable for functions in the space. Rooms with noxious fumes that cannot be controlled with source capture systems shall be fully exhausted. In science classrooms and science prep rooms, specify a manually switched general space exhaust system sized for 10 air changes per hour.
4. Areas with fume hoods shall have exhaust fans with VFD control and smart controller to adjust exhaust speed during non-occupied hours to save energy. The exhaust fan should be tied to fume hood exhaust valves (similar to Phoenix control venturi valves) inside the labs with occupancy sensors to determine occupancy status. Maintain labs at negative pressure and maintain surrounding areas at positive pressure to avoid a hyper negative state that may impact code required door hardware functions. Coordinate operation in control sequence for fume hood, HVAC and fire alarm systems. Review proposed sequence of operations and coordinated operation with District Project Manager.

F. Acoustic Criteria

1. Noise and vibration control are required for mechanical systems and are critical for the instructional environment. HVAC system must comply with the latest edition of ASHRAE Applications, Chapter 48, Noise and Vibration Control and additional measures required to meet CHPS criteria. AE to consult with an acoustical specialist to validate that the mechanical systems are in compliance with required noise criteria. 🌐
2. Internally line, with acoustic duct liner, supply and return ducts for a minimum of 10-feet from HVAC units and exhaust fans, except for moist airstreams such as evaporative cooling, shower exhaust, grease ducts, and the like, that are not suitable for internal lining. On larger air handling systems, acoustical lining may be insufficient and sound traps, heavier gage sheet metal and other strategies may be necessary including vibration isolation of prime movers and distribution. The design professional is to provide adequate details and plan notes to ensure proper bidding and installation.
3. Transfer ducts or grilles between adjacent classrooms, offices and noise sensitive spaces, shall have offsets and acoustical lining to control noise. Do not use transfer air between toilet rooms and occupied spaces.
4. If rooftop units are incorporated, the units shall be generally mounted on spring curbs unless 4-ton capacity or less on moderately stiff roofs. Comply with ASHRAE Acoustical and Vibration guidelines, which recommend spring deflection to be a minimum of 10 times maximum



roof deflection at the support points of the HVAC units. One-piece curbs are preferred. Curb top shall be a minimum of 8-inches above the roof surface. Coordinate curb height requirements with roofing warranty requirements.

5. HVAC equipment shall be located carefully to minimize noise transmission into adjacent occupied spaces. When equipment is mounted outdoors or is inside behind louvered surfaces and adjacent a property line or building, the potential exists to transfer unwanted noise to adjacent buildings or neighbors. Design must incorporate the appropriate acoustic design to avoid noise transmission. Caution must be taken to verify local requirements and design systems to be under the thresholds.
6. Specify two (2) layers of ½" gypsum board lining directly on the roof and inside the curb of all rooftop HVAC units.

G. Indoor Air Quality

1. Minimum outside air rates shall be in accordance with Title 24 or ASHRAE Standard 62, whichever is more stringent.
2. Locate outside air intakes away from pollutant sources. 🌐
3. Design local exhaust at indoor pollutant sources. 🌐
4. Specify low VOC duct materials and duct sealants, as defined in CalGreen. 🌐
5. Specify a 72-hour pre-occupancy building purge at system start-up. Run heating cycle on full continuously for 72-hours with all exhaust fans on.
6. Design control systems to provide the Title 24 required daily pre-occupancy purge cycle.

H. Ductwork and Air Distribution

1. Duct systems shall be designed in accordance with ASHRAE and SMACNA standards, and per applicable codes. Duct systems shall be designed for quiet and efficient system operation.
2. Ductwork shall be galvanized steel or aluminum where air distribution components shall be used in wet areas or when handling moist air.
3. Do not include any fiberglass ductboard in design.
4. Specify access doors in all sections of ductwork that are internally lined, to allow for cleaning of the duct liner. Coordinate locations of required access doors with all other required access hatches and items that may impede access such as piping and electrical conduits. All required access hatches are to be shown on the architectural reflected ceiling plans and fully coordinated.



5. Avoid remote damper controls. If necessary, indicate and coordinate location with architectural.
6. All ductwork is to be sealed after fabrication and until in service per CHPS requirements. 🌐
7. Exterior ductwork is prohibited unless specifically approved by the District Project Manager in writing.
8. Ductwork is preferred to be concealed, however exposed ducts may be used when architecturally appropriate and as long as they don't interfere with sightlines or lighting/sprinklers. Exposed ductwork shall be painted. Round ductwork is preferred for exposed duct.
9. Flexible ductwork may be used for the last 7-8 feet of a distribution run to connect ceiling inlets and outlets in suspended ceilings.
10. Velocity of ductwork shall be limited to the recommendations of SMACNA and not to exceed California Mechanical Code to meet any acoustical criteria for the spaces served.
11. Lower air velocity should be applied at acoustically sensitive rooms. 🌐

I. Filtration:

1. See outline specifications for requirements to change filters during construction if equipment is used, to provide new filters after system purge and prior to occupancy and to provide four extra stock filters per unit.

J. Space Pressurization Relief:

1. Specify building pressure relief in all spaces that are pressurized due to minimum outside air introduction or due to economizer outside air introduction. Adequate relief shall be provided so that ADA Door Closure Requirements are met in all rooms. Relief is to be provided by providing HVAC units with accessory modulating power exhaust systems that are controlled by room static pressure.

K. HVAC Controls

1. The HVAC control system shall be Pelican smart thermostats, no substitutions.

L. HVAC System Commissioning

1. Coordinate project specific commissioning requirements with the District Project Manager and the District's commission consultant 🌐
2. Refer to Part 4 for requirement to specify the coordinated commissioning requirements before the District Project Manager will accept the project as complete. This includes air balancing and



submission of balance reports, acoustical measurements and submission of acoustical reports for noise sensitive areas, final calibration and set points for control systems and components, and training of the District's Maintenance and Operations staff for operating and maintaining the systems prior to occupancy. Also require re-balancing, review of equipment performance and submission of findings on a report to the District Project Manager prior to expiration of two-year warranty. Require a review on site and re-training for maintenance department prior to the end of the warranty period.

VI. Plumbing Requirements

A. General Requirements

1. The Plumbing systems shall comply with the current California Code of Regulations, Title 24, Title 19 and Title 8 as well as the standards of ASPE and NFPA and the requirements of local authorities having jurisdiction including but not limited to the County Health Department, City and County Pollution Control District and Fire Departments for Hazardous materials storage and distribution. Comply with the other provisions of Facility Design Standards.
2. Plumbing System Components shall comply with California Assembly Bill 1953 (effective January 1, 2010). No lead containing materials are allowed.
3. Design systems to be durable, easy to service, water and energy efficient. Should the choice exist between multiple alternatives that all generally achieve the same goals of quality, duty and cost to operate and maintain, the decision shall be made on the basis of a 20 year life cycle cost analysis.
4. All projects are to be designed to be able to obtain CHPS certification. Discuss potential project CHPS requirements with the District Project Manager early in schematic design phase. ☞

B. Plumbing System Commissioning

1. Coordinate project specific commissioning requirements with the District Project Manager and the District's commission consultant as required for CHPS requirements. ☞ Ensure critical systems are commissioned such as water heaters, lab areas, gas turrets, and auto flush valves, electrical drinking fountains, and electronic shut off systems, pumps, etc.
2. Coordinate commissioning requirements in specifications with District Commissioning consultant. This includes water balancing and submission of balance reports, domestic water system sterilization and submission of sterilization testing reports, final calibration and set points for control systems and components, and training of the



District's Maintenance and Operations staff for operating and maintaining the systems prior to occupancy. Also require re-balancing, review of equipment performance and submission of findings on a report to the District prior to expiration of two-year warranty. Require a review on site and re-training for maintenance department prior to the end of the warranty period.

3. The District will not accept the project as complete until the commissioning is completed. This includes training of the District's Maintenance and Operations staff for operating and maintaining the systems prior to occupancy.

C. Site Utilities

1. Coordinate requirements with Civil Engineer for points of connection and material transitions.
2. Contact utility providers to determine the site-specific requirements, confirm availability of desired pressure and flow rates and make a recommendation to the District for the most cost effective service connection.
3. Specify a seismic gas shutoff valve on the consumer side of the gas meter with-in the secure utility yard if one does not already exist.
4. Gas meters shall be enclosed in utility yard that meets the utility company's requirements. Confirm with District Project Manager if a lid is desired for the specific application. Locations shall be approved by both the District and the Utility Company.
5. Site gas distribution piping shall be medium pressure (5 PSIG) where available and regulated down to low pressure (12-inch W.C.) at each building. Specify code-required accessible gas shutoff valve outside each building served. Building shutoff valves and regulators shall be accessible for service but located to prevent vandalism. Coordinate location with architect.
6. Size site utilities to allow for possible future campus expansions. Coordinate with campus master plan requirements.
7. Coordinate fire hydrant locations with the local fire jurisdiction. Include requirement for isolation valves at each hydrant.
8. Confirm the existence of utilities within the project area. At heavily congested locations, critical routing and or points of connection, locating services may be desired in addition to pot-holing in strategic locations. Discuss recommendations of these additional measures with District if the potential exists for interferences that could cause major cost or disruption.
9. Design site water system to be able to by-pass and provide isolation valves of major areas, at building entrances, or at mains on branch lines to buildings. Valves shall be accessible to maintenance and replacement.



10. Tracer wires shall be provided for all non-metallic underground piping systems.

D. Building Plumbing Systems

1. The project shall be provided with complete interior plumbing systems, connected to site services complying with the requirements of the California Plumbing Code. This may include but is not limited to, domestic cold water, domestic hot water, sanitary sewer and vent, acid waste and vent, grease waste and vent, storm drain, condensate, fuel gas systems and compressed air as needed for the scope of the project.
2. Design Professional to coordinate between the mechanical and plumbing for ventilation requirements and equipment utility provisions.
3. Specify accessible shutoff valves as necessary to insure serviceability of all parts of the domestic cold and hot water systems. This includes at every main line serving area such as toilet rooms, locker rooms, kitchens, shops, etc. Locate isolation valve in wall with a locking access door.
4. Distribution:
 - a. Water:
 - i) Calculate adequate water pressure into the building and take into consideration any HVAC equipment that will share the load to ensure the system is properly sized. Design water pressure pumps as may be required.
 - ii) Provide water service to all fixtures and outlets that require supply. Design distribution to enable 25 psi to be maintained at furthest flush valve; provide booster systems as required.
 - iii) Size piping based on the number of fixture units and demand load curves in the California Plumbing Code (CPC).
 - iv) Provide water hammer arrestors for portions of system that may be subject to water hammer, such as for quick closing valves.
 - v) Maximum water velocity shall be 5 feet per second for pipes 2 inches and smaller and 7 feet per second for piping 2 ½ inches and larger
 - vi) In noise sensitive spaces, the use of Trisolators or similar isolation at support points may be required; consult acoustical engineer.
 - vii) Minimum pipe size serving any flush valve shall be 1 ¼ inch. May be reduced in wall cavity to flush valve connection size.



- viii) Design cold water system with shut off valves to enable isolation of distinct areas of the building, such as at each floor and each toilet room. Provide at each piece of equipment (e.g. water heater). Valves shall be accessible to maintenance and replacement.
- ix) Provide trap primers at all floor drains.
- x) Water lines, rainwater leaders, and condensate drain lines shall not pass through electrical rooms, elevator equipment rooms, MDF rooms, or IDF rooms.
- xi) Secondary condensate drain lines shall not daylight in MDF or IDF rooms. Coordinate daylight location with District Project Manager for an acceptable location.
- xii) Provide water filters at labs, kitchens, drinking fountains, ice machines, and other locations as directed by the District Project Manager.

5. Waste and Vent:

a. General:

- i) Coordinate the location and placement of gravity systems to ensure contractor has the ability to properly obtain flow as required per code and to ensure the system operates correctly. These types of systems are to be coordinated in advance by the Design Professionals. Schematic diagrams are acceptable provided they are constructible. In areas where there are space restrictions, provide dimensioned details to provide guidance to the contractor.
- ii) Design Professional is to coordinate with the architectural and structural when designing waste and vent line locations to avoid conflicts such as curtain walls, beams, columns, soffit framing, finished ceilings, ducts, etc.
- iii) The use of low-flow fixtures affects the slope required for waste lines. Waste lines shall be designed with slopes to exceed code required minimums at low-flow fixtures whenever possible. The Design Professional is to determine the slope necessary for complete flushing of the waste lines.
- iv) Cleanouts shall be provided above all urinals, under sinks and elsewhere required by code. Exterior cleanouts are preferred over interior cleanouts. Exterior cleanouts shall be installed in grade boxes, flush with surface. Interior cleanouts shall be arranged to avoid finished public or student areas. If unavoidable, shall be fit with suitable top and located to



be as unobtrusive as possible, yet functional for its intended use.

- v) In addition to the chemical waste and grease waste below, other waste streams may be subject to regulatory oversight and may require pre-treatment such as automotive technology drains, chemistry lab drains and other applications using and potentially discharging regulated chemicals or substances.
- vi) Interceptors shall be located in non-public areas and in a manner that they may be effectively inspected and cleaned. Interceptors shall be separately vented.
- vii) Vent lines shall not terminate at locations which will cause objectionable odors to the public, passersby, or the building occupants.

b. Chemical Waste and Vent:

- i) Consult with local department of public works relative to waste disposal requirements for chemical waste. Provide neutralization system if required and or sampling box. Design Professionals are to confirm the requirements with the local jurisdiction.
- ii) Chemical waste and vent system shall be independent of other waste and vent systems. Locate in non-public areas.

c. Grease Waste:

- i) Consult with local department of public works relative to waste disposal requirements for grease waste. Provide trap of size as required to meet demand and local requirements of jurisdiction. Health department approval may be required. Locate.
- ii) Locate the grease traps for kitchens at the exterior of building, in non-public areas preferably in the utility yard.

6. Storm Drain:

- a. Storm drain systems shall be piped to underground. Coordinate with Civil engineer for points of connection, pipe size, and material transitions. Provide roof drains and overflow drains compatible with roof system.
- b. Design for a minimum of 3-inches per hour rainfall.
- c. Insulate rainwater leaders and bodies of roof drains in areas subject to condensation.



7. **Natural Gas:**
 - a. Avoid any rooftop piping.
 - b. Provide shut-off valve, union and dirt leg on all gas connections to appliances.
 - c. Provide accessible shut off valves for each gas outlet or groups of outlets within a room.
 - d. All valves shall be protected from public or student tampering.
 - e. Regulators if required in addition to appliance regulators furnished with gas fired equipment, shall be located in secure locations and vented to exterior when located inside buildings. Do not locate in grade boxes. Extend vent lines to 8 feet above floor or higher.
 - f. Science room gas outlets shall be controlled via a labeled remote solenoid valve at gas point of entry to classroom. A control station shall be provided at the instructor's demonstration table to allow emergency shut off and lockout of the remote solenoid valve. The valve shall be normally closed.
8. **Compressed Air:**
 - a. If required for curriculum or for staff use, verify demand and pressure requirements with District Project Manager.
 - b. Compressors shall be duplex, tank mounted and located within secure mechanical spaces whenever possible. Provide dryer and filters. Contractor shall be responsible for all operating permits.
 - c. Compressors shall be on grade, roof mounting is not acceptable.
 - d. Piping shall be sloped to facilitate drainage and shall be provided with end use connectors needed for required function.
 - e. Provide double 3-foot-wide doors for access to air compressors.
9. **Water Heating:**
 - a. High efficiency water heaters including solar thermal and heat pump water heaters should be evaluated as part of the overall sustainable strategy and CHPS goals. 🌱
 - b. In general, hot water is required at the following locations: staff toilet rooms, food service areas (kitchens, snack bars), staff dining area, kindergarten work room sinks, science classrooms, labs, teacher's workroom and special education classrooms. Sinks in student toilet rooms and classrooms are to have cold water only. Verify with designated District Representative possible additional locations that may require hot and cold water at sinks.



- c. In general, gas-fired storage type water heaters shall be used for domestic hot water production, except where gas is not available, or in cases of small load or remote location which warrants small under counter instantaneous type water heaters.
- d. All water heaters must be able to fit through doorways where located to accommodate replacement.
- e. Gas water heaters shall not be installed within custodial closets.
- f. Hot water heaters shall be located as close to the point of use as possible and set at temperatures to minimize bacterial growth.
- g. Domestic hot water temperatures shall be 120 degrees F storage at the tank and 110 degrees F delivery from the fixture. Hot water for kitchens shall be 140 degrees F, and for commercial kitchen dishwashers shall be 160-180 degrees F, or as required by the dishwasher manufacturer.
- h. Provide tempering valves as required to limit discharge temperature at student and public uses. Provide 90 degrees maximum water temperature at locations where toddlers will be able to access.
- i. The sizing of domestic water heaters for locker rooms shall be determined with a diversity factor to the hot water demand calculations, thereby limiting water heater size.
- j. Locker and shower room water heating system shall be of the separate water heater and storage tank type with hot water recirculation system and thermal expansion tank, and shall be dedicated for student shower areas. Coach's functions shall be served by separate dedicated water heater.
- k. Water heaters shall be certified by the California Energy Commission and meet the requirements of Title 24, and if gas fired, the requirements of the Air Quality Management District.
- l. Where hot water return pumps are used for recirculation of domestic hot water, such pumps shall be controlled by an electric time clock to prevent unnecessary operation after hours. A recirculation system with pump and aquastat is required. 🌐

E. Fixtures:

- 1. Refer to Part 4 Specifications for specific fixture requirements.
- 2. Fixtures must comply with State water conservation guidelines and efficiency standards in effect.



3. Comply with California and Federal accessibility standards and lead-free standards.
4. Provide IPS inlet angle stops (loose-key, lock-shield) and braided flexible supply lines for water supplies to faucets. Inlets to flush valves shall be threaded brass piping with either chrome plating on exposed sections or chrome plated metal sleeve and escutcheons to cover.
5. P-traps shall be L.A. pattern cast brass with galvanized nipple trap arm and chromium plated brass casing.
 - a. ADA trap and supply covers shall be provided where required.
 - b. Incorporate water hammer arrestors where quick closing valves are incorporated such as flush valves.
6. Water Closets:
 - a. In standard toilet rooms, water closets shall be high efficiency (HET) type with compatible automatic flush valves (hard wired, batteries not acceptable). Wall mounted, vitreous china with siphon jet action and elongated bowl with open front seat, in both ADA and non-ADA compliant configurations as applicable.
 - b. Coordinate wall requirements with Architect to ensure adequate space for specified carriers. Coordinate with architectural interior elevations for mounting heights.
7. Urinals:
 - a. In standard toilet rooms, urinals shall be waterless. Wall mounted vitreous china with wash down action, in both accessible and non-accessible configurations.
 - b. Provided waterline capped above all waterless urinals for potential future conversion.
8. Lavatories:
 - a. In all toilet rooms, lavatories shall be wall mounted enameled cast iron with automatic faucet (hard wired, batteries not acceptable) and concealed arm brackets.
 - b. Food Service restroom lavatories and hand wash sinks within food service spaces shall be provided where required to meet health department requirements.
9. Sinks:
 - a. Sinks shall be enameled cast iron under-counter mounted type unless noted otherwise.
 - b. Sinks shall be accessible, single bowl, with lever handle gooseneck faucet.
 - c. Kitchen, Break Room or pantry sinks shall be accessible, single bowl, with lever handle mixing faucet, spray and 3/4 horse-



- power garbage disposal. Engineer shall confirm garbage disposal requirements with local health department.
- d. Specify floor sinks to service kitchen equipment and ice machines that may be required per education specifications. Note that if required, ensure that the ice machine has remote condensing coil.
 - e. Do not specify gang-sinks.
 - f. Clay traps shall be installed at all art room sinks.
10. Specify garbage disposals in kitchen sinks, sinks in teacher's lunchroom, and as required by the local Health Code. Specify a minimum 2" waste line at all garbage disposal locations.
11. Sinks used for special programs such as art and ceramics, agricultural and other uses that may involve large particulates, shall be equipped with solids interceptors. Special purpose sinks may be stainless steel as they are available in more sizes and configurations.
12. Science room sinks shall be under-counter, corrosion resistant resin type.
- a. Science room sinks shall be accessible single bowl, hot and cold water, with serrated hose nozzle gooseneck faucet and integral vacuum breaker. Do not allow laboratory casework manufacture to provide their standard plumbing fixtures.
13. Service Sinks shall be corner floor mount enameled cast iron or terrazzo type, with lever handle faucet with integral stops and vacuum breaker, pail hook, hose and vinyl rim guard.
14. Hose Bibs:
- a. Specify hose bibs on the roof for cleaning of roof mounted HVAC equipment, skylights, photovoltaic arrays, etc. Specify a hose bib at each building and at equipment wells. The rooftop hose bibs shall be loose-key with a secure remote shut off valve and have an anti-freeze valve with drainage system to prevent water from freezing in pipe. AE to specify vandal resistant design. Provide details to ensure solid, secure, and vandal resistant mounting of the hose bibs.
 - b. Specify exterior hose bibs around the perimeter of buildings at intervals that allow a 100-foot hose to reach all areas of the building exterior for window washing, etc. Hose bibs shall be loose key, non-freeze type.
 - c. Interior Hose Bibs shall be standard wall flange type with loose key operation.
 - i) Locations:
 - a) Multiple-user toilet rooms: under lavatory, one per restroom. Chrome plated.



FACILITY DESIGN STANDARDS

- b) Locker Rooms: Locate in Custodial closet where it will be accessible for use throughout entire locker area.
 - c) Custodial Rooms: above service sink to accommodate cleaning product dispenser system.
- 15. Emergency Fixtures:
 - a. Where required to meet the intent of the code (CCR, Title 8, Section 5162), and elsewhere as directed by the District, provide emergency combination drench showers and eyewash stations. Provide 48"x36" heavy duty ADA compliant metal grate floor drain and alarm actuated from flow switch to tie to local alarm. Provide tempering system as required to meet ANSI standards.
- 16. Miscellaneous Fixtures:
 - a. Gas turrets shall be provided adjacent to student and staff science sinks and shall have a check valve and vandal resistant anchor. Do not allow laboratory casework manufacture to provide their standard plumbing fixtures.
 - b. Ensure all lab plumbing fixtures at the ADA accessible station are fully code compliant.
 - c. At all refrigerator locations provide wall mount recessed box type cold water supplies
 - d. Clothes washer locations shall be provided with wall mount recess box type supply and drain with integral water hammer arrestors.
 - e. Coordinate dryer vents for dryer locations.
- 17. Floor Drains:
 - a. Coordinate drain locations with architectural and structural to avoid conflicts and ensure proper drainage while maintaining ADA compliance.
 - b. Floor drains shall be square strainer type for tiled areas and round strainer type for poured surface areas.
 - c. Floor drains shall be provided with an automatic trap priming system.
 - d. Provide floor drains in all toilet rooms, kitchens, custodial closets, mechanical rooms, shower rooms, laundry areas, and adjacent non-carpeted drying areas. Where more than 4 water closets or urinals are provided, two drains shall be used.
- 18. Floor Sinks:



- a. Floor sinks used for condensate shall be 3/4 grate type or as appropriate to accommodate service line(s), with trap seal primer connection and 2-inch minimum outlet.
 - b. Provide floor sink for ice maker machines, coordinate with local health department.
 - c. Floor sinks used for the Kitchen 3-compartment sink and for ice maker machines shall be 3/4 grate type, and with 3-inch outlet.
 - d. Floor sinks shall be provided with an automatic trap priming system.
19. Showers:
- a. Staff showers shall be recessed mount, thermostatic mixing valve actuation, accessible.
 - b. Provide central thermostatic mixing "valve station" upstream of a gang of showers to control water delivery temperature to the mixing valve at 120°F.
20. Drinking Fountains:
- a. Interior drinking fountains shall be dual height 14-gauge stainless steel. Provide refrigerated type at interior locations such as foyer or lobby to main Gym, Theaters or other areas confirmed by the District Project Manager. Coordinated specific project requirements with the District Project Manager and if hydration station should also be provided. Exterior drinking fountains shall be dual height 14-gauge stainless steel non-refrigerated type. Coordinate specific project requirements with the District Project Manager and if hydration station should also be provided.
 - b. Provide water hammer arrestors at drinking fountains.
21. Escutcheons:
- a. Require one-piece (non-spilt-type).
 - b. Install escutcheons for piping penetrations of walls, ceilings, and finished floors.
 - c. Install escutcheons with ID to closely fit around pipe, tube, and insulation of insulated piping and with OD that completely covers opening.
22. Valves:
- a. All valves to be heavy duty type. Do not specify any plastic valves.
 - b. All domestic water shut-off valves are to be the square nut type operated by square "T"-bar shut-off tool.



F. HVAC System Plumbing Connections

1. Provide gas shut-off cock, union, and 6" dirt-leg at each gas fed unit.
2. Provide condensate trap at each mechanical cooling unit. Condensate piping shall discharge to a roof receptor, floor sink, or service sinks with an air gap termination (no indirect waste trap connections).
3. Condensate shall drain by gravity. Condensate lift pumps shall only be used where absolutely necessary and after approval by the District Project Manager.
4. Secondary overflow condensate shall terminate through ceiling with a polished chrome escutcheon centered above a sink or other fixture such that an overflow condition will not cause damage to floors or other surfaces. If such a discharge point is not available, then coordinate an acceptable location with the District Project Manager. Secondary overflow condensate shall not discharge within an IDF or MDF room.
5. Provide backflow preventer at each makeup water connection.
6. Interior, RP backflow preventers shall be equipped with indirect drain piped to nearest floor drain or floor sink.

G. Fire Sprinkler Systems:

1. The sprinkler system shall be a single interlocked pre-action system. Design in accordance with all local codes and ordinances, and per the requirements of NFPA (latest edition) for both site water supply and building sprinkler systems. Coordinate fire line tie-in, size requirements, backflow prevention, post indicator valve and remote pumper location with local fire jurisdiction.
2. Determine actual static and residual pressure for the site prior to designing system service.
3. Comply with requirements of SB 575.

VII. Electrical Requirements

A. Confirmation of Site Service

1. Design Professional to confirm if the existing electrical service is adequate to service the proposed new building(s). Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.
2. Design Professional to confirm if the existing phone, data, and cable service is adequate to service the proposed new building(s). Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.



B. Campus Site Electrical Service

1. Site primary service design and location must be coordinated with and approved by utility provider. Final utility company provider commitment requirements shall be incorporated into project requirements by Design Professional prior to bid. Design Professional shall be required to obtain written approval from utility company provider. Verify availability of voltage and phase.
2. Design Professional to obtain approval of electrical service location from District Project Manager prior to system design.
3. Locate switchgear and transformer in a fully secure utility yard with concrete housekeeping pad. (See Architectural for requirements of enclosure.) Obtain approval of proposed location prior to proceeding with construction documents.
4. If a new site service is required, then specify a minimum of a 2,000-amp service. Increase size of service if necessary to accommodate all facility loads plus future loads of any master planned additions and the required master planned additional portable classrooms. Service size shall accommodate current connected load with minimum spare capacity of 25%. Main circuit breaker should be 100% rated. Additional spare capacity should be provided if known future growth is anticipated

C. Electrical Distribution

1. Step-down transformers to be located at individual buildings for 480/277 volts or higher distribution systems. Electrical engineer to recommend K-rating of energy efficient transformers depending on location, loads and types of loads. Ⓢ
2. Include spare conduits with pull ropes in all conduit duct banks. The number, size and termination points of the spare conduits need to be determined specific for each campus layout. The Design Professional is to meet with the District Project Manager prior to finalizing the DSA submittal set to determine the specifics. All spare conduit to be capped with appropriate fitting, not duct tape.
3. Specify all necessary conduits to service future campus additions and future portable classrooms stubbed to grade box in areas designated in master plan for future.
4. Locate all panels in dedicated electrical closets or dry storage rooms. Specify surface mounted panels with skirts. Specify panel cables; all panels to have main breakers. Main panels & subpanels to have its own breakers.
5. Facility electrical circuits to service no more than five, non-computer, duplex receptacles on any one circuit. Circuits servicing computers shall be limited to no more than 3 duplex receptacles. Refer to the District's Technical Plan for quantity recommendations.



6. Specify power to irrigation booster pump or empty 2" conduit for future pump.
7. Specify dedicated power to fire alarm system, telecommunication system, all copiers, digital video surveillance system, and any other specialty equipment.
8. Sub Panels to have three (3) - 1" conduits stubbed to above ceiling space for future loads.
9. All panel schedules to be labeled by room name and number as identified on site for all power and lighting circuits.
10. Underground electrical conduits shall be encased in 3 inches slurry mix envelope. Red slurry is to be used around conduits with medium voltage conductors. Backfill with native soil and provide red metallic warning tape and tracer wire 12-inches below grade. Refer also to Civil – Site Design Standards.
11. Electrical duct-banks shall be installed with spacer racks to provide 3-inch separation of conduits.
12. Surface mounted raceway is not permitted without permission of the District. Conceal cable sleeves and pathway in wall whenever possible.
13. Limit the use of flex conduit. If flex conduit must be used, limit the length to six feet in concealed spaces such as walls.
14. Panelboards to be door within door (double door) type with piano hinge on outer door to allow access to panel interior wiring gutters.
15. Specify copper for all conductors, transformers, switchboards and panel boards.
16. Main Distribution Frames (MDF's) and Intermediate Distribution Frames (IDF's) require a dedicated 20 AMP circuit at each rack and wall mounted head end equipment enclosure. Where an Uninterruptible Power Supply (UPS) is required, provide an additional dedicated circuit for each UPS system sized per system (i.e.: 20-amp, 30 amp). Verify the receptacle configuration to match the UPS system.
17. Provide sub-metering for all buildings. Ⓢ

D. Power Receptacles

1. All receptacles to have the circuit number identified with engraved faceplate.
2. Floor mounted receptacles, of any sort, are generally not desirable. Limit use to only carpeted, non-student areas, and under conference room tables, on stages, and gymnasiums.
3. Computer receptacles are to be identified with orange color coded receptacles. Provide separate neutral for circuits serving computers.
4. Shared neutrals are not permitted.



5. In toilet rooms, provide GFI service receptacle by the door at 18 inches above finish floor to service cleaning equipment.
6. In areas designated for vending machine, provide receptacle at six-feet (6') above finished floor.
7. Coordinate location and receptacle requirements for production copiers.
8. Provide dedicated computer power receptacles adjacent to all data outlets.
9. Provide an electrical receptacle below all light switches near main entry door.
10. Provide power with locking cover and GFCI receptacles at backstops, fields, tennis courts, batting cage, and other locations as determined by the District Project Manager.
11. Controlled and Uncontrolled Receptacles: ①
 - a. Provide Controlled Receptacles (CR) and Un-Controlled Receptacles (UCR) in the following spaces:
 - i) Office Spaces
 - ii) Conference rooms - Reception Lobbies
 - iii) Copy rooms
 - iv) Kitchenettes (in office spaces)
 - b. Provide "split wire" type duplex receptacle with one constant on and one controlled outlet that is color coded green.
 - c. Install automatic shut-off controls to shut off when unoccupied at the receptacle or receptacle circuit.
 - i) If a Time Switch, must have a max 2 hour after hour time delay.
 - ii) Do not specify countdown timer switches.
 - d. Where receptacles are installed in modular furniture in open office areas, at least one controlled receptacle shall be installed at each workstation
12. Coordinate locations of receptacles with furniture and equipment layout.

E. Batteries

1. Unit battery emergency power packs mounted within emergency light fixtures are preferred.
2. The use of lead acid batteries should be minimized. In no case are lead acid batteries allowed in equipment storage rooms. If batteries are specified, then then must be the sealed type.



3. Uninterrupted Power Supplies (UPS) must be in accessible locations allowing the UPS systems to be easily replaced. Provide a central UPS system for MDF.
4. Central inverter type emergency power systems are acceptable where warranted.
5. Bug-eye type emergency lights should not be used on new construction projects.

F. Surge Protection

1. Specify TVSS in main gear to protect system from external surges; this should be integrated into panel.
2. Specify new panels with integrated TVSS at all main building panels.

G. Grounding

1. Specify separate ground conductors for equipment grounding in feeder and branch circuits including lighting circuits. Specify separate neutral conductor from electronic equipment. Specify grounding conductors in conduit or raceways. Use of raceway as sole equipment ground is not permitted.
2. Cold water, or other utility piping systems, shall not be utilized as the only grounding electrodes due to the installation of insulating couplings and non-metallic pipe in such installations. In addition to bonding to cold water pipe provide both of the following made grounding electrodes:
 - a. Grounding Rod: A dedicated "made" electrode, fabricated of at least twenty-feet of galvanized 3/4-inch diameter rebar encased by at least 2 inches of concrete, and placed next to the bottom of a concrete foundation, or footing in direct contact with earth. A welded extended portion shall surface at the location of the common grounding electrode bus bar and be extended by a 3/0 CAD welded bare copper cable, or be CAD welded directly to the bus. The CAD weld shall be at least 4 inches above finished floor in a dry location. The main grounding electrode and associated grounding conductors shall be in an enclosure and in conduit.
 - b. Ufer Ground: Concrete enclosed electrode, fabricated of at least twenty-feet of No. 3/0 AWG, minimum size, bare copper conductor, encased by at least 2 inches of concrete, located within or near bottom of a concrete foundation, or footing, which is in direct contact with earth. Footing rebar shall be connected to copper wire with approved connectors. An external electrode, as specified hereafter or as required by the CEC, shall be installed and connected to foundation or footing rebar.

E. Lighting



1. All lighting shall exceed Title 24 requirements for energy efficiency based on watts per square foot. Comply with CHPS recommended guidelines.
2. Provide District with copies of lighting calculations indicating anticipated lighting levels and watts per square foot. Coordinate colors of finishes with architect for reflective values. Foot-candle levels to be in the 50 to 60 range for all classrooms.
3. The District's preference is for suspended acoustical ceilings with lay-in fixtures in at least portions of classrooms, libraries and offices, however depending on the daylighting design, a combination of bi-directional suspended fixtures and lay-in fixtures may be required.
4. Where possible, design suspended fixtures to allow an unobstructed swing of 45 degrees in any direction to avoid the need for seismic bracing.
5. All light fixtures shall be located in a manner that accommodates ease of lamp replacement. Do not specify "tamper proof" fasteners for interior light fixtures.
6. All exterior fixtures to be above 10 feet.
7. Specify LED light fixtures for all applications. The Design Professionals are to submit proposed fixtures that meet the following general requirements:
 - a. Must bear UL or ITSNA (formerly ETL) label
 - b. Must be readily available from major local wholesale houses
 - c. Must have replaceable diode banks and easily accessible drivers.
 - d. Kelvin temperature to be 4000K for interior fixtures and 5000k for exterior fixtures.
 - e. Must be appropriately selected for intended application; custom or modified light fixtures are not acceptable.
 - f. Should comply with IES standard LM-79 and LM-80.
8. Lighting Controls:
 - a. The Design Professionals are to submit to the District Project Manager the proposed controls for LED fixtures that meet the following general requirements:
 - i) Specify dual-sensing occupancy sensors.
 - ii) Photocell controlled.
 - iii) Dimmable for day light harvesting
 - iv) Do not specify any loose remote controls
 - v) Automatic demand response when required by T-24.



- b. Occupancy sensors to be ceiling mounted where appropriate. If wall mounted is necessary, locate high on wall.
 - c. Locate all light switches near main entry door.
 - d. Specify switching, dimming and daylight harvesting per current CA Energy Code.
 - e. Integrate lighting controls with AV switching.
 - f. Specify keyed override switches tied into the exhaust fan in student toilet rooms. Do not specify the "fork" type key.
 - g. Exterior lighting to be coordinated with and controlled by photocell input and linked to the lighting control timeclock system. This includes site lighting as well as light fixtures attached to building exteriors. Coordinate exterior lighting control panel requirements with District Project Manager.
 - h. Specify lighting control panels with dimmers for theatrical and specialty event lighting in assembly areas.
 - i. Review light switch locations with District's Project Manager prior to finalizing plans.
9. Exterior Lighting:
- a. Provide ample lighting in parking lots and along the path of access to the office and between buildings.
 - b. Exterior lighting shall be all heavy-duty and vandal resistant.
 - c. Minimize use of pole lights where possible.
 - d. Utilize soffit lights where possible and coordinate location with doors.
 - e. System to provide two separate lighting functions:
 - i) Function A – All Campus lighting. Provide general lighting of entire exterior of building compound, primary walkways and parking lots. Design exterior lighting system to achieve a minimum maintained 1.5-foot candle.
 - ii) Function B – Security lighting. Provide only on fixtures that are mounted in high locations. This lighting is to be motion detected, photocell-controlled.
 - f. Proposed layout and controls to be reviewed and approved by District Project Manager prior to finalizing the design.
 - g. Exterior lighting to be designed to minimize light pollution and avoid overspill to adjacent properties. Specify full cut-off fixture with the use of house side shields. 🌐
10. Emergency Lighting:
- a. Egress lighting shall be by means of individual battery light units. Units shall have test switch and indicator lamp outside of



fixture housing. Battery unit shall not have protruding light heads. No bug-eye lights will be allowed. Specify wire guards in locker rooms, multi-purpose rooms, gyms and vandal prone areas.

- b. Exit Signage: Coordinate faceplate color to match adjacent wall color. Secure with tamper resistant fasteners. Illuminating exit signs shall be LED vandal resistant type with polycarbonate shields or wire guards.

VIII. Technology / Low Voltage Systems for All Construction Projects

A. General Notes for Technology / Low Voltage New Construction Projects

1. Typical classrooms are to be designing to accommodate a short-throw interactive whiteboard, Wireless Access Point (WAP), and accommodate a Chromebook charging cart on a separate dedicated circuit. Please refer to Appendix for typical classroom requirements.
2. Provide two alternative locations for teacher's desk with power and data receptacles to accommodate one computer and printer. Accommodate pathway to cable teachers' computer to the projector location.
3. Coordinate power requirements to service low voltage systems with District Project Manager and incorporate into design.
 - a. Meet with the District Project Manager and IT Department to coordinate requirements and to verify the current facility standard requirements prior to proceeding with design.

B. Telecommunication Phone System

1. The Design Professional is to propose to District Project manager the recommended best value IP based phone system prior to proceeding with design.
2. The Design Professionals will specify the UPS (APC, or equal) for telephone system.

C. Public Address/Intercom System/Master Clock/Bell

1. Public Address/Intercom System:
 - a. The Design Professionals will specify the Teradon Raptor V computer-based intercom by ThreeSixty/Teradon Industries public address/intercom system. The TDM/IP Telephony system may act as an intercom system, but must integrate with a standalone Public Address (PA) system. It is therefore required to expand the capabilities of the clock/bell system to include the PA function such that all handsets can deliver room-to-room paging, room-to-office paging, and campus-wide paging.



- b. The Design Professionals will specify the UPS battery backup for twenty-four (24) of standby minimum. Note: The Public Address/Intercom System, while integrated with the TDM/IP Telephony system, can function independently.
 - 2. Master Clock/Bell:
 - a. The Design Professionals will specify the clock/bell system as included in the outline specifications.
 - b. The Design Professionals will specify the UPS battery back-up for twenty-four (24) hours of standby minimum. Note: The Master Clock/Bell System, while integrated with the TDM/IP Telephony system, can function independently.
 - D. Local Area Network System (LAN)
 - 1. The Design Professionals will specify the LAN as included in the outline specifications:
 - a. All Local Area Network equipment and configurations must meet TDM/IP Telephony standards, as defined by the District.
 - 2. The Design Professionals will specify under separate contract the UPS battery back-up for twenty-four (24) of standby minimum.
 - E. Fire Alarm System
 - 1. The Design Professionals are required to specify the fire alarm system per the outline specification; once State approved: Silent Knight.
 - a. System is to be a fully automatic system with pull stations only where required by code at assembly areas.
 - b. Specify dial up panel to report to remote monitoring service.
 - c. Specify dedicated power to service equipment and UPS battery back-up for twenty-four (24) of standby minimum.
 - F. Intrusion Alarm System
 - 1. Intrusion alarm system as included in the outline specifications:
 - a. This system shall be designed for the Honeywell/Ademco Intrusion Alarm System.
 - b. Specify dedicated power to service equipment.
 - c. 2-hour battery back-up of standby minimum.
 - d. Motion sensor only system with no door contacts.
 - e. Dial up panel to report to remote monitoring service.
 - G. Digital Video Surveillance System
 - 1. The Design Professionals will specify the digital video surveillance system as included in the outline specifications:



- a. Bosch Digital Video Surveillance System, utilizing IP vandal proof cameras. See outline specifications for additional details.
 - b. Specify battery back-up for two (2) hours of standby minimum.
2. The Design Professionals will specify the cabling associated with the digital video surveillance system.
3. During design phase, Design Professional is to meet with the District Project Manager to determine locations of cameras for site-specific design.
 - a. It is not the intent to cover the entire campus only the areas of concern.
4. The Design Professionals are required to coordinate design of pathways, specify materials for pathway and accommodate equipment space and power requirements.
 - a. Specify dedicated power to service equipment.
 - b. Specify battery back-up for two (2) hours of standby minimum.
- I. Assistive Listening System
 1. The Design Professionals will specify the equipment and cabling associated with a wireless FM system in assembly areas.
 2. The Design Professionals are required to coordinate design of pathways, specify materials for pathway and accommodate equipment space and power requirements.
 - a. Specify dedicated power to service equipment.

End of Part 2 – Design Standards



Part 3 – Renovation Design Standards

I. General Renovation Items

- A. The preceding Part 2 standards also apply to Renovation projects. The following requirements address specific items that only apply to renovation projects. These standards are not meant to dictate scope, but rather clarify the requirements when included in the project specific scope statement.
- B. The following facility standards are the goal for the District's renovation projects when the budget permits. The District Project Manager may alter these requirements to accommodate budget constraints.
- C. The District Project Manager will provide the Design Professionals with a specific scope state that will list the required scope to be incorporated into the contract documents. It is important to note that the renovation scope of work extends to portable classroom buildings, but only to the extent that is included in the specific scope statement. The typical renovation scope in portable classrooms includes door hardware, wireless access points (WAP's) same as permanent classrooms and sinks in elementary schools.
- D. The District will make available to the Design Professional available original plans, record drawings, and maintenance projects records for their use. The District's documents will vary in format and are not guaranteed to be accurate. Some projects will not have record drawings available.
- E. Design Professionals must verify existing site conditions. The existing site conditions must be investigated and documented in a field survey. Design Professionals to review the "Record Drawings" provided by the District and incorporate the verified, relative information on the construction documents, and supply missing information based on their field survey.
- F. Areas that have been modified without DSA application number (e.g. added walls, air conditioning units with unapproved structural support, lofts, storage areas and freestanding storage sheds, etc.) should be identified and discussed with District Project Manager for possible removal, modification, or other appropriate action.
- G. The District's Project Manager is to be in attendance of all agency meetings. If not in attendance and if during the plan review process, DSA requires additional scope of work to be included to obtain approval, forward specific requests and code references to the District Project Manager.
- H. If the Design Professional is requested by site personal for additional scope or minor modifications, the Design Professional is to discuss with District Project Manager prior to taking any action. Under no circumstance should site staff be left with the impression that work outside the scope statement will be included in the project.
- I. Phasing and Interim Housing: The Design Professional shall prepare a phasing plan based on the District's ability to house students and the number of students to be displaced by the work. Design Professional is to develop the



interim housing plan with the District Project Manager. The plan must include requirements for utilities, mechanical, and electrical systems to remain operation in areas not affected by the construction.

- J. **Hazardous Materials:** The District will employ a hazardous materials consultant and will determine the impact of the scope on existing materials and test those materials. The Design Professional must supply sufficient documentation to the District's consultant to allow testing of the correct materials including any underground utilities that may be impacted by the new work. The haz mat consultant will prepare exhibits to the construction contract for the abatement procedures necessary to complete the renovation scope of work. They also will be monitoring the abatement work that will be performed under the General Contractor's contract. The Design Professional is not responsible for determining if materials contain hazardous particles, determining scope of abatement necessary or monitoring the abatement procedures, but should reference the abatement exhibits where appropriate.
- K. All projects are to include building-commissioning requirements. See outline specifications for specific section requirements.
- L. All contracts are to include final cleaning requirement section 01742.

II. General Accessibility for Renovation

- A. If available, the District's Project Manager will provide the Design Professional the campus ADA Transition Plan. The Design Professional is to coordinate appropriate scope to be included with the District's Project Manager.
- B. Design Professionals to evaluate the existing site and building conditions and make recommendations to the designated Owner representative for scope to be included to comply with current code requirements for ADA compliance. Organize the scope list by site and by building in a recommended priority order.
- C. Include with the proposed ADA scope of work an estimate of the cost to achieve accessibility. Compare the cost to the overall construction cost to assist the District Project Manager.
- D. A Topographical Survey is to be included in the AE's scope of work that establishes existing grades in order to determine optimum design solution for disabled path of travel. The Design Professional shall work with the their Surveyor to verify the elevations needed to determine compliance.
- E. Do not design to code maximum or minimum. Allow for accommodations of construction tolerances.
- F. If during the plan review process, DSA requires additional scope of work to be included to obtain approval, forward specific requests and code references to District Project Manager to address.

III. Site Items for Renovation Projects

- A. Design Professional to coordinate and employ the services of an independent land surveyor to establish existing grades to determine optimum design



solution for accessible path of travel. If necessary, include requirement to repair existing concrete or asphalt paving as needed for accessible path of travel.

- B. Include rebar dowels for new concrete abutting existing concrete.
- C. Coordinate location of new work with existing infrastructure (e.g. underground utilities, storm drain inlets and sewer clean-outs).
- D. Include keynotes and details as appropriate for transitions, base rock, preparation of sub-base, seal coats, striping, etc.
- E. Include specific direction for removal of existing striping where spaces have been modified for handicapped spaces.
- F. If a new electrical service transformer and switchgear are required, locate new equipment in an area that will allow existing equipment to remain in operation to minimize required time of power outage. The new location should be as discrete as possible. The new utility yard shall have a concrete pad and eight-foot CMU enclosure and locked gates. Design Professional to review proposed location with the Designated District representative and utility company and obtain approval prior to proceeding with construction documents.
- G. Provide enclosure around the seismic shut-offs valves complete with a chain link lid and locked access or can be located in secure enclosure with other utilities when possible.
- H. Landscaping and Irrigation
 - 1. If the scope includes items that will disturb existing landscaping and irrigation systems, include contract requirements to repair and replace and to maintain irrigation water if irrigation lines are partially removed or broken. Also, landscaping and irrigation must be protected and returned to its original condition or replaced.
 - 2. None of the landscape and irrigation standards differ for renovation projects.

IV. Architectural Items for Renovation Projects

- A. Accessibility for Renovation Projects – Buildings:
 - 1. All occupants used doors to be handicap accessible (storage and equipment rooms are not required to be accessible).
 - 2. Reconfigure all toilet rooms to be handicap accessible.
 - 3. The District's preference is for ramps, however were impractical specify wheelchair lifts.
 - 4. Design wall and floor mounted rails at exterior drinking fountains for accessibility.
 - 5. Specify CBC compliant room and building signage. Design Professional to propose room designations for approval of the District



Project Manager and site principal prior to starting construction documents. Renovation plans are required to use same room designations as used on site.

6. Specify handicapped areas at cafeteria tables and benches.
7. Design modifications to casework with sinks to accommodate accessibility. Replace adjoining casework to match if budget permits.
8. Other potential site-specific requirements requested by DSA or identified by the Design Professional should be discussed with District Project Manager for appropriate action prior to incorporating into the design.

B. Low Voltage Technology Rooms (MDF/IDF)

1. Campus MDF room will require approximately a secure 10' x 15' space that will house other low voltage head-end equipment for the phones, cable TV, clocks/bells, fire alarm and HVAC/exterior lighting control.
2. IDF rooms are desired when space can be accommodated, otherwise the IDF's will need to wall mounted high on wall in approved locations. Design professional to propose locations with District Project Manager early in design development phase. Please refer to the Appendix for typical room layout.
3. Design Professionals to coordinate size, layout and location of room with the District Project Manager.
4. Design to minimize dust and water moisture intrusion into room.

C. Existing Building Exteriors and Finishes

1. Exterior surfaces of buildings are to be free of peeling paint and in general good condition free of discoloration and graffiti.
2. Exposed masonry exteriors are to be cleaned, repaired, sealed and treated. Loose or unstable masonry shall be repaired or replaced.

D. Existing Roofs

1. The ability to climb on the roof should be minimized. Therefore, rainwater leaders, overhangs and other means of access should be modified as practical. Design Professional to survey existing conditions and advise District Project Manager if these conditions exist and pose possible resolution.
2. Survey existing areas designated in scope to be replaced and evaluate condition of existing roof accessories (vents, flashings, gutters, downspouts, sleepers, curbs, skylights, etc.) and indicate replacement or modification as necessary. Note that existing curbs may need to be modified or replaced to accommodate new roof warranty requirements. Provide details for any necessary modifications or replacement work that will be required.
3. Survey existing condition of substrate (from underside where possible), fascia, trim and alike and indicate replacement as necessary. If selective demolition is necessary to investigate an area



suspect of dry rot or termite damage, notify District Project Manager for authorization of extra services. Include in base contract all known structural repairs. Determine anticipated amount of unknown structural repairs and estimated costs. Include as a bid allowance with standard structural repair details.

4. Require in contract the removal of all roofing material to structural substrate and the replacement or repair of the existing structural substrate as required.
5. On flat roofed areas design positive drainage in ponding areas with tapered insulation. Specify tapered non-CFC and non-HCFC insulation as necessary to eliminate all ponding water.
6. On low-sloped roofs ($\frac{1}{2}$ " in 12" to 3" in 12") the design professional is to propose the recommended type of roofing for the specific application to the District Project Manager early in the Design Development phase. Include a minimum of a 20-year warranty.
7. On sloped roofs (3" in 12" or greater) use metal roofing with standing seam with a minimum of a 30-year warranty.
8. Ridge Board insulation is required on all re-roofing projects.
9. Include $\frac{1}{4}$ " "Densdeck" drywall material as required for Class A roof assembly.
10. Where ceiling is exposed to underside of metal roof deck, indicate that fasteners for roofing are to be limited to penetration of top flutes.
11. Asbestos abatement for existing roofs will be designed by separate consultant hired by the District. Design Professional to coordinate and reference abatement exhibits that will be included in construction contract.

E. Existing Roof Drains, Gutters and Downspouts

1. Remove and replace as necessary the existing rain gutters and downspouts. Detail gutter and downspouts same as indication in Part 2 above for new construction projects.
2. Where no gutters presently exist, add new gutters to roof design where practical to do so.

F. Painting of Renovation Projects

1. If scope statement includes requirement to repaint buildings, include in scope complete painting of all existing items previously painted and any new items included under this contract. Specifically indicate painting of new and existing unpainted conduits, pull boxes, metal railings, fascias, doors and frames, flashings, gutters, downspouts, etc., and restoration/touchup of any areas adjacent to work installed. If scope statement does not include requirement to repaint buildings, include in scope painting of all new items included under this contract.
2. Interior painting to include all walls, ceilings, clerestories, doors, frames, and trim.



3. Include repainting of all casework including the interiors if previously painted.
4. Interior CMU and brick to be cleaned and painted.
5. Interiors of gyms, libraries, theaters, multipurpose rooms, and other special use rooms may have existing custom colors and multiple tones with graphics or logos. Design Professional to indicate existing color scheme and layout to be replicated.
6. Exterior surface preparation to include sandblasting of metal surfaces where required, high pressure washing of all other surfaces and filling of cracks in cement plaster and veneer surfaces.
7. Interior surface preparation to include TSP cleaning, sanding and patching of all interior surfaces.
8. Coordinate surface preparation with lead paint surface preparation specification provided by separate consultant hired by the District.
9. Include District approved paint colors in bid documents.

G. Existing Casework

1. Design Professional to survey the existing casework to determine necessary repairs for drawers, doors, shelving and appearance to make all casework fully functional and operational. Design professional to include findings and recommendation in report.
2. The Design Professional is to include in the bid documents all work necessary for repairs to hardware, doors and drawers, or if more cost effective, replacement of existing casework.
3. Replace adjacent casework to accommodate new accessible sink cabinet only when the condition warrants replacement.
4. Specify modifications for accessibility required by transition plan or specific scope statement.
5. In elementary classrooms, add an ADA compliant sink base cabinet to retrofit sinks with drinking fountains in all K-6 classrooms. Note that this requirement includes K-6 portable classrooms.
 - a. Specify installation of paper towel and soap dispensers at all classroom sinks.
6. In Nurse's office, add an ADA compliant sink base cabinet.
 - a. Specify installation of paper towel and soap dispensers in Nurse's office.

H. Existing Ceilings

1. Design Professional to survey the existing ceilings and determine necessary repairs or removal and replacement. Design professional to include findings and recommendation in report.



2. If mechanical, plumbing or electrical work is being performed in attic space; coordinate the necessary repair and replacement of ceiling, ceiling tiles, and insulation required to gain access to the attic.
3. Show replacement of damaged and severely stained ceiling tiles and indicate actual replacement areas or a typical percentage. Show areas to be patched due to installation of new work (e.g. exhaust fans, electrical panels, lighting, smaller light fixtures, etc.).
4. Design Professional to review existing suspended ceiling systems and advise if they need to be replaced.

I. Existing Doors and Frames

1. Design Professionals to evaluate per specific scope statement the condition of all doors, hardware and frames to determine if repair or replacement is necessary. Interior doors, hardware and/or frames are only to be replaced if necessary to accommodate handicapped accessibility or are in need of repair due to major damage or are not secure. Design professional to include findings and recommendation in report.
2. Typically, the frames are to remain, but need to be evaluated by Design Professional as part of a door survey for repair or replacement on a door-by-door basis. Width of doors may need to be increased for accessibility. Where frames are required to be replaced provide detail for wall repair. Design professional to include findings and recommendation in report.

J. Existing Skylights, Storefront, and Window Systems

1. Design Professional to survey the existing systems and hardware to make recommendations on replacement versus repair and include findings and recommendations in report.
2. Field verify existing glazing types and include in scope the replacement of existing non-glass, wood, Plexiglas, and glazing infill panels with tempered glass. New glazing shall match existing tint.
3. Replace wood glazing systems in their entirety with new aluminum windows with tempered, insulating glass. Retain newer wood windows if the frames are in good condition and the hardware is operable.
4. Where frames are in good condition, refurbish hardware and replace window systems per specific project scope statement. Configure replacement windows to match existing operation of each sash. Obtain District approval or proposed replacement system, details and operation prior to finalizing bid documents.

K. Toilet Room Upgrades for Renovation Projects

1. Major renovation is the relocation and repair of the majority of fixtures in a restroom. Minor renovation is restoration of existing fixtures and accessories.



2. Provide schematic layout of reconfigured toilet rooms prior to proceeding with construction documents. Notify the District Project Manager if the water closet or urinal count has been reduced. Confirm that the campus is in compliance with California Department of Education and CBC fixture count requirements.
3. Toilet rooms designated for major renovation shall receive new finishes, fixtures and toilet room accessories. Require the Contractor to remove the ceiling, wall materials (to bare studs), and when slab on grade to remove entire slab to accommodate new plumbing.
4. Remove and replace existing partitions and accessories at all renovation projects.
5. Toilet rooms designated for major renovation shall receive all new finishes, fixtures and toilet room accessories.
6. Specify adequate number of electric hand dryers in student toilet rooms only.
7. Use single hollow metal door with wall infill at existing in/out type restroom door where existing doors do not meet CBC width requirements.
8. All new fixtures, accessories, etc. require opening walls to install blocking. Note on plans requirement to patch finishes.
9. No installation of plastic laminate countertops in toilet rooms allowed.
10. Specify waterless urinals for restrooms.
11. Toilet Room Finishes:
 - a. Retain existing finishes only if the restroom is already accessible and minor upgrades are necessary. If new fixtures and accessories are in new locations, remove finishes.
 - b. Provide new finishes per the General Design Standards requirements.

L. Existing Flooring

1. The District will designate all flooring that is to be replaced. If in scope to replace, use same products as for new construction projects.

M. Existing Custodian Closets

1. Specify new FRP wall panels if not existing.
2. Evaluate existing ventilation and replace or specify new as necessary.
3. Configure room to accommodate cleaning product dispenser rack with hose bib directly above mop sink.
4. Reconfigure door to swing-out, not into the room.

N. Lockers



1. Evaluate the condition of the existing athletic and staff lockers and make recommendations on repairs versus replacement.

O. Chainlink Fencing for Renovation Projects

1. Any new fencing required that is adjacent to building where it may be used to gain access to the roof shall be narrow mesh to discourage vandals from obtaining access to roofs.

P. Existing In-wall Cafeteria Tables and Benches

2. Refer to specific scope statement. Replace existing tables and benches with the same number of tables and benches unless otherwise noted on the specific scope statement. Verify with manufacturer if the existing pockets can be retrofitted with new tables and benches. Replace existing pockets if necessary.

Q. Dedicated Landscape Water Meters

3. Design for and install separate landscape meter at point of separation.
4. Design Professional to review domestic and landscape water flows with District representative and coordinate with the utility company to recalculate EDU's (Equivalent Dwelling Units) and size for new landscape meter and resize for existing domestic water meter as needed.

V. Mechanical Requirements for Renovation Projects

Refer to Part 2 – General Project requirements that applies to all renovation projects as well as new construction projects. Following are additional requirements for Renovation projects.

A. General Mechanical Renovation Notes

1. Prior to starting design, Design Professional shall meet with the District M&O Department, and District Project Manager to review existing HVAC and plumbing conditions and ongoing problems at site. The Design Professional shall review as-built/record drawings and conduct follow-up independent site assessment(s) as necessary. Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.
2. Meet with District Project Manager to help develop phasing schedule and coordinate system design for construction phasing requirements. The goal is to minimize impact to campus operations and allow for functioning systems during construction. Ensure construction documents take into account provisions required to avoid campus disruptions during construction. Phasing notes and temporary cooling requirement should be incorporated into the bid documents.



3. Design Professional shall review condition of existing ductwork if it is planned to be reused. Include findings and recommendations in the Field Report.
4. Apply new project sound criteria to renovation projects as much as reasonable. Make recommendations to minimize sound transmission in a cost-effective manner to the District Project Manager early in schematic design phase.

B. HVAC Systems for Renovation Projects

1. In general, the existing campus' systems need to be replaced with new, energy efficient HVAC equipment. It is the District's preference to utilize; individual rooftop, packaged, gas-electric units where possible. If the existing roof structure or configuration prevents roof-mounted equipment, then a split system gas-fired furnace with DX cooling coils and ground mounted outdoor air-cooled condensing units shall be specified. Coordinate with Architect for secure enclosure around all ground mounted equipment. Furnaces for classrooms shall be located in an acoustically insulated closet with exterior door. Furnaces for other areas of the school shall generally be located in indoor mechanical rooms or acoustically insulated furnace closets. Locating furnaces in attic spaces shall be avoided except when absolutely necessary, and when done, adequate (and Code-required) service clearance and removal provisions shall be made. Design Professional to propose type of system for District approval prior to proceeding with design.

C. Ductwork and Air Distribution for Renovation Projects

1. Consideration must be given for air distribution changes because of mechanical equipment changes. Air balancing and if necessary balancing dampers are to be included. Duct cleaning is to be specified if the existing ductwork is to be reused.
2. Require removal of all existing equipment and ductwork that is being replaced or no longer needed.

VI. Plumbing Requirements for Renovation Projects

A. General

1. The Design Professional is to review plumbing as-built drawings, conduct independent site investigations and evaluate existing conditions. Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.
2. Revise drinking fountains, sinks, lavatories, urinals and toilets as required on the architectural plans to accommodate accessibility. Indicate requirements to tie-in new fixtures to existing plumbing and address new and existing fixture carriers. Coordinate locations and extent of architectural finish patching requirements with architectural plans.



3. Maintain hot and cold-water locations where existing.
4. Coordinate any increase demand for gas, water, and sewer capacity with local utility companies, and confirm available gas and water pressures.
5. Avoid lengthy horizontal roof mounted piping. Paint all exposed new piping.
6. Water Heaters:
 - a. Evaluate condition of existing water heaters and make recommendation for replacement if equipment is beyond the anticipated life span in Field Report.
 - b. Replacement water heaters shall be gas-fired storage type water heaters, except where gas is not available, or in cases of small load or remote location which warrants small under counter instantaneous type water heaters. Water heater must be sized to fit through doorway.
 - c. If existing water heater is to remain, evaluate the insulation and anchorage. Require modifications to the existing equipment for code compliant installation.
7. Specify a garbage disposal in teacher's lunchroom if one does not exist.
8. Replace the toilet room clean-out fittings and cover.
9. Evaluate condition of existing grease traps and make recommendation for replacement if necessary.
10. Sinks shall be specified with non-keyed angle stops with braided hoses.

B. Site Utilities for Renovation Projects

1. Consult with specific scope statement if there is a need to replace any of the existing site infrastructure.
2. Specify a seismic shut-off valve if not already existing on the gas service to each gas meter assembly. Coordinate with architect the required protective cage.

VII. Electrical Requirements for Renovation Projects

B. General Electrical Renovation Notes

1. The general building design requirements apply to renovations projects.
2. Prior to starting design, Design Professional shall meet with the District Project Manager and the District M&O Department and review existing electrical conditions and ongoing problems at site.



3. Design Professional to review electrical record/as-built drawings, conduct independent site investigations and evaluate existing conditions of power equipment including, switchboard, panels, transformers and feeders.
4. Design Professional to review scope statement and propose additional scope that may be determined necessary with designated District Project Manager and the M&O Department prior to starting Construction Documents.
5. Design Professional to meet with designated District representative(s) to help develop phasing schedule and coordinate system(s) design for construction phasing requirements. Goal is to minimize impact to school operations and allow for functioning systems during construction.
6. When new equipment is replacing existing, locate equipment in an area that will allow existing equipment to remain in operation until construction is complete.
7. If existing MDF is being relocated, provide pathway from new MDF to the MPOE location for voice, data and cable television utility provider. Additionally, if an MPOE move is planned then pathway will have to be from the new MPOE location (new MDF) to the street. Coordinate exact requirements with utility provider.

C. Renovation Power Scope

1. Refer to specific scope statement for site needs to address existing power problems such as grounding, panel load balancing and services to existing and new equipment for office equipment, vending machines, and other appliances.
2. Specify dedicated power to fire alarm, telecommunication system, all data equipment including servers, security system, HVAC equipment and any other specialty equipment such as photo copiers and food service equipment.
3. Specify new distribution panels at each building to accommodate new, existing and future power requirements. Specify new feeders in new conduits sized to accommodate all anticipated future loads. Specify replacement of existing branch circuitry and panels, per specific scope statement.
4. Specify fully skirted surface mounted panels only. Locate in electrical rooms or storage rooms wherever possible.
5. Panelboards to be door within door (double door) type with piano hinge on outer door to allow access to panel interior wiring gutters.

D. Power Distribution on Renovation Campuses

1. Utilize step down transformers at each building, or as reasonable, to minimize size and number of conduits for 480/277 volts systems.



Electrical engineer to recommend K-rating of energy efficient transformers depending on location, loads and types of loads.

2. Conduits shall be routed in concealed, accessible, attic spaces wherever possible. Minimize rooftop conduits. When possible feed new rooftop equipment under curb. Conduits routed under the overhangs or under canopies shall be clustered with all conduits on common supports. Limit use of underground conduits for site service electrical and to service buildings that do not have connecting canopies or overhangs.
 3. Do not use exposed conduits in interior applications except for corridors. Utilize Wiremold or Panduit.
 4. MDF's and IDF's require dedicated circuit from the nearest distribution panel. The specific requirements for each closet's power must be determined in conjunction with the District Project Manager.
- F. Renovation Campus Surge Protection:
1. If new switchgear is required specify with TVSS to protect system from external surges.
 2. Required new main building panels and computer laboratory panels to be provided with integrated TVSS.
- E. Renovation Campus Grounding
1. Confirm existing building grounding. Coordinate obtaining a ground test report with District Project Manager. Require any modifications to existing grounding as may be required.
- F. Renovation Power and Data Requirements:
1. Refer to the Technology and Low Voltage Standards requirements.
- G. Renovation Campus Lighting
1. General notes
 - a. If included in scope, replace existing lighting with new energy efficient LED light fixtures per the General Design Standards. Ⓛ
 - b. Where possible, reuse existing conduits, boxes, conductors. Ⓛ
 - c. If required to remove existing light fixtures to accommodate other scope, install new light fixture in lieu of removal and reinstallation of an existing light fixture if not LED.
 2. Exterior Lighting
 - a. Exterior light fixtures shall be evaluated and upgraded where deficient.
 - b. Replace existing exterior lighting with new energy efficient LED heavy-duty and vandal resistant fixtures.



- c. Exterior lighting to be designed to minimize light pollution and avoid overspill to adjacent properties. 🌐
- 3. Interior lighting
 - a. Provide new A and B switching if existing lighting is to remain. Provide A and B switching for lighting in classrooms to be upgraded. Existing A and B switch lighting to be maintained. In locations where lighting has to comply with new Title-24, LED dimming will be required.
- 4. Emergency Lighting:
 - a. Egress lighting shall derive its power from light fixtures with unit battery power packs. However, when not feasible, Bug-eye lights are acceptable for renovation projects only. Specify wire guards in locker rooms, multi-purpose rooms, gyms and vandal-prone areas.

VIII. Technology/Low Voltage Systems for Renovation Projects

A. General Notes for Technology / Low Voltage System Renovation Projects

- 1. The general building design requirements apply to renovations projects. This section provides additional requirements specific for renovation projects.
- 2. Refer to the specific project scope statement for systems that have been determined to be replaced or upgraded.
- 3. Prior to starting design, meet with the District Project Manager and the District's IT Department to site verify all existing pathways. Document existing conditions to be able to utilize existing pathway whenever possible review existing conditions and ongoing problems at site.
- 4. Review electrical as-built drawings, conduct independent site investigations and evaluate existing conditions of pathway, MDF, IDF's, and all existing Low Voltage / Technology Systems. Incorporate findings into the Field Report due at the end of the Schematic Design phase and update as necessary in subsequent submittals.
- 5. Determine if existing cabling is in use and must remain or if it is abandoned and can be removed. Include the removal of abandoned cables and raceway in the demolition plans.
- 6. Review scope statement and propose additional scope that may be determined necessary with the District Project Manager and the IT Department prior to starting Construction Documents.
- 7. Meet with the District Project Manager to help develop phasing schedule and coordinate system design for construction phasing requirements. The goal is to minimize impact to campus operations and allow for functioning systems during construction.
- 8. Technology equipment is to have dedicated power.



9. When new equipment is replacing existing, locate equipment in an area that will allow existing equipment to remain in operation until construction is complete.
 10. If existing MDF is being relocated, provide pathway from new MDF to the MPOE location for voice and data utility provider. Additionally, if an MPOE move is planned then pathway will have to be from the new MPOE location (new MDF) to the street. Coordinate exact requirements with utility provider.
 11. Engineer shall consult with, or have on staff, a Registered Communications Distributions Designer (RCDD) for all technology and low voltage. Reviewed drawings shall be stamped by RCDD.
 12. All new data outlets to be a minimum of quad data outlet, unless noted otherwise.
 13. Accommodate equipment space and power requirements for each system.
- B. Low Voltage Service:
1. The Design Professionals are required to coordinate design of the low voltage pathways with all new line voltage, all existing pathways, and specify materials for pathways. All pathways should be installed on common blocks or hangers when possible and routed in an orderly manner.
 2. The Design Professional will design all classrooms and work areas to be serviced with a minimum of three (3) - 2" conduits dedicated for low voltage systems. An additional 1" conduit shall be dedicated for the fire alarm system. The three (3) conduits shall be installed on the building and terminated (where required) into exterior NEMA 3R surface-mounted junction cans.
 3. The Design Professionals will coordinate the combined routing of all pathways with the District Project Manager, finalize routing and specify materials.
- C. Renovation Digital Video Surveillance System (CCTV)
1. Camera locations must be confirmed with District Project Manager. Final alignment of field of view to be verified for every camera by District Project Manager prior to final acceptance.
 2. Coordinate final placement of cameras with District Project Manager prior to installation.
 3. Coordinate final alignment of cameras with District Project Manager prior to acceptance.
 4. Integrate into existing storage and management system. Verify compatibility of all components with the existing system.
 5. Drawings must have a camera schedule that indicates the following: camera IP address, model number, part number, mounting type,



required accessories, power requirements, licensing and software options.

D. Renovation Structured Cabling System

1. Determine if existing cabling meets current standards and is in use and must remain; or if it is abandoned and can be removed. Include the removal of abandoned cables and raceway in the demolition plans.
2. Data outlets and VoIP phones may use the same data outlet. Re-use existing cabling whenever possible.
3. Cable trays are not allowed except in open or accessible, non-plenum ceiling spaces for areas of high cable density.
4. Provide "J" hooks in accessible ceiling interior pathways.
5. All MDF/ IDF locations shall include an as-built drawing for the area it serves printed out on an 11"x17" laminated paper. Drawing to include all station locations and pathways. As-builts to also be provided electronically in a format acceptable to the District.
6. Full test reports shall be submitted to the District for all newly installed, or repaired data cables prior to sign off. Manufacturer certification and warranty acceptance required.

E. Renovation Fire Alarm System

1. Confirm compatibility of all new detection and notification equipment with the existing system.
2. Show the location of all existing fire alarm devices to be removed on the demolition drawings.
3. Reuse existing dedicated conduit where possible; pull new cable in all cases.
4. All other requirements as required in the General Building Requirements above.

End of Part 3 –Renovation Design Standards



Part 4 – Portable Building Standards

- I. General Items for Portable Building Projects
 - A. The following facility standards are the goal for the District's portable classrooms when budget and schedule permit. The District Project Manager may alter these requirements to accommodate budget or schedule constraints. Refer to specific project scope statement.
 - B. The District will hire a Design Professional to prepare the DSA application to site the building. The District will provide the Design Professional with a specific project scope statement that conforms to these facility standards.
 - C. The District will contract directly with the building manufacturer for procurement of building(s). The Design Professional are required to coordinate the District's requirements with the manufacturer and coordinate the manufacturer's DSA submittal documents with the site development and building placement DSA submittal documents.
 - D. The District will determine on a project specific basis what portions of the work will be performed by a site contractor(s), portable building manufacturer or District staff and how the work will be contracted. Design Professional to coordinate scopes of work on bid documents.
 - E. Refer to specific project scope statement for additional building and project requirements.
 - G. Building manufacturer will provide a complete set of drawings, specifications and calculations consisting of elements that have been "Pre-Checked" (PC) (pre-approved) by the Division of State Architect (DSA).
 - H. The District Project Manager will be responsible to coordinate all inspection requirements including the in-plant inspector and special inspection requirements with the Design Professional.
 - I. Refer to the below requirements for specific upgrades required from the manufacturer standards. See portions of outline specifications for the upgraded product requirements.
- II. Site Items for Portable Building Projects
 - A. Portable buildings are defined as a manufactured building that is transportable and is set on wood skids. "Portable " means a building that is designed and constructed to be relocatable and transportable over public streets. This building type is only to be used as temporary facilities.
 - B. Site Design: The Design Professional will be tasked with the siting of the portable classroom building(s) in the specific project scope statement. The Design Professional shall obtain approval of the proposed layout from the designated District representative prior to starting construction documents. The siting must conform to the following requirements:



1. Site buildings to utilize individual ramps that meet ADA requirements. Require the necessary field modifications and transitions to the manufactured steel ramps, rails and stairs for ADA compliance.
2. Where possible locate buildings in a row with a 24" minimum space between buildings with closure panels that match exterior building finishes. Secure areas behind and in between buildings to avoid hiding places.
3. Where applicable locate grouped buildings back-to-back with a secured, fenced utility space between buildings.
4. Locate buildings as close as possible to core campus.
5. Site in a manner that would minimize interference with supervision of campus and playfields.
6. Design site lighting around portables and on the path-of-travel between portables and rest of campus.
7. Do not site on existing utilities.
8. Address impact to existing site drainage by placement of new portable buildings. Design positive drainage away from all buildings and walkways.
9. Address impact to existing landscaping and irrigation by placement of new portable buildings.
10. Indicate path of travel to new portable buildings and include any necessary modifications for code conforming path of travel.
11. All portable building pads to be scarified and have a minimum of 8" AB compacted to 90% and extend 5 feet beyond building lines including ramps and stairs unless the Geotechnical Report requires additional requirements.
12. Design a minimum of a 48" wide 2" thick asphalt concrete walkway on minimum of 4" AB as required to establish an accessible path of travel for the new portable building. Design positive drainage away from walkway(s).

C. Landscaping and Irrigation

1. Address impact to existing landscaping and irrigation by placement of new portable buildings.
2. None of the landscape and irrigation standards differ for Portable Building(s) projects.

III. Building Items for Portable Building Projects

A. Building Design - The District will order the building(s) per the following requirements:

1. Classroom Size:



- a. Classrooms to be 24 x 40 or 30 x 32 depending on existing campus site layout.
 - b. Building shall have a sloped metal gable roof with a 2 ½:12 slope.
 2. Structural:
 - a. Building Design Loads to be as required by California Building Code (CBC) for indicated occupancy and construction type.
 - b. Foundation: Install on wood skid foundation. The foundation and the method of fastening the units shall be per previous approval by DSA. Foundations shall be installed to be flush with building edges and not project beyond the outside face of the building.
 3. Ramps:
 - a. Specify pre-engineered steel ramp(s) with landing with anti-slip perforations.
 - b. Ramp(s) and landing(s) to be fully skirted with wood panels to match buildings.
- B. Building Shell**
1. The building shall not rely on sealant for primary weatherproofing. The steel frame shall be concealed behind vapor barrier and siding. Specify continuous flashings with drip edge at the termination of roofing to fascia over siding. Specify flashing with drip edge at all door and window heads.
 2. Roofing: Manufacturer standard metal roofing with option reflective coating with energy star rating to qualify for "Cool Roofing" rebate.
 3. Thermal Insulation: Specify a minimum of R-19 Walls, R-19 Floors, R – 30 Roof or (if higher values are required) as Determined by Title 24 Energy Calculations prepared by Building Manufacturer.
 4. Vapor Barrier: Specify Tyvek vapor barrier or approved equal in lieu of the manufacturer standard building paper.
 5. Exterior Finish: Refer to specific scope statement for selection of exterior appearance:
 - a. Wood siding, trim and building skirting: All plywood siding shall be APA or comparable rated exterior type, siding shall be medium density overlay (MDO) Duratemp or equal.
- C. Door hardware - Each door to be provided with the following:**
1. Continuous geared aluminum hinge
 2. Parallel arm door closure
 3. Vandlgard lever set



4. District Schlage Everest master keying
 5. Lock protector
 6. Stop / holder
 7. Aluminum threshold
 8. Weather-stripping
 9. Kickplate
- D. Windows**
1. Specify extruded anodized aluminum, single-hung windows with low-E dual-pane, insulating glazing.
- E. Flooring**
1. Elementary Classrooms (K-6): Specify linoleum at entry and 4-foot depth along cabinets with sink. The remainder of the room is to be carpet (C & A Powerbond).
 2. Middle and High School Classrooms: Specify carpet (C & A Powerbond) with walk-off matt carpet tiles (Triad Geo Tile) at exterior door locations for three feet walk-off minimum.
- F. Ceilings**
1. Acoustical Tile in lay-in ceiling grid. Exposed heavy-duty non-fire rated 24" by 48" grid flat white baked enamel finish. Mineral fiber lay-in ceiling tiles 24" by 48", NRC Range .050 to .060, STC Range 30 to 34, white, fissured finish. Grid to be installed per DSA IR 47-4.
- G. Blinds**
1. Specify horizontal mini-blinds, all metal, on all windows. Specify pre-selected color from District standard color range.
- H. Marker Boards**
1. All classrooms to include (2) two white markerboards 48" high by 96" long per classroom with cork filled map rail, tray, (2) flag holders and aluminum trim.
- I. Casework - Specify built-in WI custom grade plastic laminate casework as follows:**
1. Classrooms designated to serve grades K-6 shall include sink with drinking fountain: (1) Sink cabinet and countertop: WI No. 155 (48" long x 24" deep x 34" high).
 2. All other cabinets will be non-attached furniture.



J. Fire Extinguisher

1. All classrooms to have (1) one 10: BC extinguisher.

IV. Mechanical Items for Portable Projects

- A. The District will order with manufacturer standard mechanical equipment and the District will replace thermostat with Pelican to tie into District system.
- B. Condensate:
 1. The Design Professional is to indicate the necessary condensate piping and dry-sump in grade box with removable lid.
- C. Plumbing: No plumbing required.

V. Line Voltage Electrical Items for Portable Projects

A. Site Service

1. The Design Professional, contracted to site the new building, will be required to employ the use of a registered electrical engineer to evaluate the existing campus electrical service capacity and confirm ability to add additional loads or design the necessary site service upgrade.
2. If necessary, the electrical engineer will design a new distribution panel with integrated TVSS to service new portable building(s).
3. The Design Professional will coordinate all of the underground service utilities to require the site contractor to utilize a joint-trench.

B. Building Panel

1. The District will order the portable classroom building with the following panels:
 - a. 125-amp panel minimum for standard classroom building - minimum. Voltage to match campus electrical service.
 - b. Voltage to match campus electrical service.

C. New Building Grounding

1. The Design Professional shall design the grounding and bonding as follows:
 - a. Specify a ground rod in a grade box, adjacent to the building panel, for each portable building.
 - b. Require bonding of steel frame modules and stairs/ramp if applicable.



D. New Portable Building Classroom Power Requirements

1. The District will order the portable classroom building with the following power requirements:
 - a. Each portable classroom shall be configured to accommodate up to six student computers and a printer at designated computer area on back-wall of classroom and one teacher computer with printer. Locate receptacles at standard height (18") to accommodate owner furnished computer desks with grommets in countertops.
 - b. Provide teacher with power and data receptacles to accommodate one computer and printer. Accommodate pathway to cable teachers' computer to TV monitor.
 - c. Provide four circuits to service receptacles. Three to service the computers and printers and one for general-purpose receptacles. Alternate circuits throughout classroom
 - d. Provide power receptacle adjacent to CATV receptacle to service TV monitor & VCR / DVD.
 - e. Provide at 78" on wall to accommodate TV / VCR / DVD wall mount bracket on sidewall adjacent to the teaching wall.
 - f. Provide a power receptacle and adjoining CATV / Data receptacle in the ceiling to accommodate a future A/V projector.

E. Lighting

1. The District will order the portable classroom building with the following lighting requirements:
 - a. Provide 2 x 4 drop-in LED fixtures per District standard light fixture schedule. Design layout that creates a minimum maintained 5-foot candles at the vertical surface(s), including white boards and an average maintained 50-foot candles at the horizontal work surface, with a minimum of 30-foot candles at any location.
 - b. The lighting design shall utilize less than 1.2 watts per square foot.
2. The electrical engineer will evaluate existing campus night lighting system and design the additional site lighting to illuminate path of travel to portable buildings and surrounding areas. All lighting to be controlled by separate motion sensor with photocell. Design a minimum of 1.5 foot-candles on pathway.
 - a. All control wiring shall be installed by the Electrical Contractor per the mechanical wiring diagrams.



VI. Technology / Low Voltage Systems for Portable Projects

A. General Notes for Technology/Low Voltage System Portable Projects:

1. The General Building design requirements apply to Portable Building projects. There are no additional requirements specific for Portable Building projects.

End of Part 4 –Portable Building Standards



Part 5 – Interim Housing Portable Buildings Standards

- I. General and Procedural Items for Interim Housing Building Projects
 - A. Interim Housing Portable Buildings are defined as a manufactured portable building that is utilized for temporary housing while the existing campus is undergoing renovation construction.
 - B. The District will contract directly with the building supplier for procurement of building(s). The Design Professional is required to coordinate the manufacturer's requirements with the site development documents.
 - C. Building supplier to provide required letter of certification indicating compliance with the elements that are necessary to obtain DSA temporary waiver and the HCD insignia number(s):
 1. HCD commercial coach(s) supplied has been designed and constructed to the 1976 or later edition of the Uniformed Building Code (UBC).
 2. HCD commercial coach(s) supplied was built after December 19, 1979.
 3. HCD commercial coach(s) supplied is in good structural condition.
 4. HCD commercial coach(s) supplied has its overhead nonstructural elements secured pursuant to DSA's standards.
 5. HCD commercial coach(s) supplied has been placed on either a California registered engineer-approved foundation plan which meets UBC standards or a DSA approved foundation plan.
 - D. Building supplier is responsible to set buildings on foundation per manufacturer's details.
 - E. The District will hire a Design Professional to prepare the plans to site and service the building.
 - F. The District will provide the Design Professional with a specific project scope statement that conforms to these standards and indicates how many buildings will be required, where to site building(s) and what services will be required.
 - G. Design Professional is required to obtain temporary exemption from Division of State Architect (DSA) for use of non-conforming "Housing and Community Development" (HCD) commercial coaches for use as temporary student housing per DSA Policy#97-10. DSA will only grant exemption for a maximum of two year's.
 - H. Design Professional is required to obtain the plan approval of the siting and fire detection system with the local fire jurisdiction.
 - I. The District will determine on a project specific basis what portions of the work will be performed by a site contractor(s), portable building supplier or District staff and how the work will be contracted. Design Professional to coordinate scopes of work on bid documents.



- J. The District will hire an independent inspector to inspect the installation and provide written reports and determination of conformance with installation requirements.
- K. Refer to specific project scope statement for additional building and/or project requirements.
- L. Note that the outline specifications do not apply to this type of project.
- I. Landscaping and Irrigation
 - 1. None of the landscape and irrigation standards differ for Interim Housing projects.

II. Architectural Items for Interim Housing Building Projects

- A. Site Design: The Design Professional will be tasked with the siting of the portable classroom building(s) in the specific project scope statement. The Design Professional shall obtain approval of the proposed layout from the designated District representative prior to starting construction documents. The siting must conform to the following requirements:
 - 1. Site buildings to utilize individual ramps and stairs that meet ADA requirements.
 - 2. Where possible locate buildings in a row with a 24" minimum space between buildings. Secure areas behind and in between buildings with fencing to avoid hiding places.
 - 3. Where applicable locate grouped buildings back-to-back with a secured, fenced utility space between buildings.
 - 4. Locate buildings as close as possible to core campus.
 - 5. Avoid siting in a manner that would minimize interference with supervision of campus and playfields.
 - 6. Specify site lighting around interim housing portables and on the path-of-travel between portables and rest of campus.
 - 7. Do not site on existing utilities.
 - 8. Address impact to existing site drainage by placement of interim housing portables. Specify positive drainage away from all buildings and walkways.
 - 9. Address impact to existing landscaping and irrigation by placement of interim housing portables. Identify any temporary modifications that may be required.
 - 10. Indicate path of accessible travel to interim housing portables and include any necessary modifications for code conforming path of travel.
 - 11. Prepare building pad in accordance with manufacturer's foundation design requirements.



12. Specify a minimum of a 48" wide 2" thick asphalt concrete walkway to service interim housing portables. Specify positive drainage away from walkway(s).

III. Mechanical Items for Interim Housing Building Projects

- A. The interim housing classrooms will be supplied with manufacture standard all electric HVAC system. There is no need to tie onto campus controls.
- B. The interim housing classrooms typically will not have any plumbing. However, the Design Professional shall verify specific project requirements and coordinate water and sewer services if applicable.

IV. Line Voltage Electrical Items for Interim Housing Building Projects

- A. The interim housing classroom(s) will be supplied with manufacture standard lighting and electrical service panel.
- B. Design Professional to verify electrical service requirements and coordinate electrical work to service building(s).
 1. If the Design Professional determines that there is not enough capacity with the exiting site service to accommodate the additional interim housing portable(s) load, then the Design Professional shall notify the designated District representative for coordination with utility provider to provide an additional temporary electrical service.
 2. The electrical service can be run overhead for cost savings.
- C. Design Professional to include requirement for contractor to provide building grounding and bonding of modular frames in addition to the metal rails, stairs and ramps as part of the site service requirements.

V. Technology / Low Voltage Systems for Interim Housing Building Projects

- A. The General Building design requirements apply to Interim Housing Portable Building projects. There are no additional requirements.

End of Part 5 –Interim Housing Portable Building Standards



Part 6 – Document Standards

A. General

- A. All plan submissions to be provided on CD in AutoCAD, release 2000 or more current.
- B. Plans need to be prepared with large enough font size and style to allow for the 50% reduction sets to still be legible.
- C. All sheets shall include a standard title block with project name, Design Professional name, sheet title, contents of sheet, sheet number, sheet index number, DSA approval stamp area, date block with revision date area. Also include on plan sheets a reduced key plan indicating areas shown on the specific plan sheet.
- D. All plan sets shall utilize keynote system. Each sheet shall include legend of keynotes utilized on a specific sheet and a master list is to be included with the specifications as an exhibit.
- E. All plan set sheets are to have the same building and site backgrounds, drawn at the same scale and in the same orientation.
- F. On renovation projects, the room designations and building names to be utilized must match actual designations on site. Architect to meet with designated District representative and school principal to confirm designations.

B. Architectural Drawings

A. Cover Sheet

- 1. All plan sets to include cover sheet with project title, index of drawings, location map, standard symbol legend, abbreviations definitions, project directory (listing architect, all consultants, owner and CM), District's project identification number, list of all applicable building codes, and DSA required information.
- 2. On renovation projects, include the District's standardized notes on the cover sheet. (See Appendix "C").

B. Site Plans

- 1. The site plans are to include all existing and new disabled parking, path of travel and access to all buildings.
- 2. The limits of construction need to be clearly indicated.
- 3. All demolition work needs to be clearly identified. When removing flatwork, curb and gutter, or AC paving, indicate extent of removal on architectural site plans.
- 4. If existing mechanical, electrical devices, circuits, or services need to be relocated for demolition, show new location on both the architectural and appropriate consultant site plans.



5. Include all building tabulations/areas and parking tabulations.
 6. Show code analysis required for occupancy and construction types.
 7. Provide enlarged plans for site improvements such as stairs, accessible ramps, utility enclosures, and other congested areas.
 8. Indicate location of contractor's corporation yard and workers parking as previously reviewed and approved by District.
- C. Floor Plans
1. All areas of work shall be shown with relevant dimensioned floor plans.
 2. Provide enlarged floor plans for toilet rooms, stairs, equipment rooms and other congested areas are required.
 3. On renovation projects, provide separate demolition plans. When possible include on the same sheet as the new work. Extent of all demolition work and patching shall be clearly illustrated and noted.
- D. Reflected Ceiling Plans
1. Clearly indicate and coordinate all scope of work to be performed on the ceilings.
 2. Show ceiling access hatches where required.
 3. On renovation projects, indicate areas of access for replacement of above ceiling items; i.e. piping/ductwork and include patching requirements.
 4. On renovation projects, show existing items on ceiling and include areas of ceiling tile replacement.
- E. Roof Plans
1. All areas of work shall be shown with dimensioned roof plans.
 2. Reference all gutters, downspouts, roof drains, rooftop equipment curb and piping anchorage details.
 3. Provide specific details for all flashing and sheet metal.
 4. Verify gutter design and profile with District standard.
 5. On renovation projects, indicate all new and existing equipment, piping, flues, vents, etc. Include requirement to replace or revise curbs as necessary to accommodate new roofing material warranties.
 6. On renovation projects, reference all roofing transition and termination details.
 7. On renovation projects, extent of all demolition work shall be clearly illustrated.
 8. On renovation projects, indicate any areas of known dryrot or other structural damage on plans and reference appropriate repair details. Provide details for replacement of roof sheathing, fascias, sub-fascias, and structural members, and for openings for ducts and exhaust fans. Be specific when identifying fascia and other finish material to be replaced. Indicate all items on roof to be removed and reinstalled or replaced.
 9. On renovation projects, provide details when replacing roof drains and dome strainers, and show locations on plans.



10. On renovation projects, indicate areas of tapered insulation and thermal insulation with referenced transition details.
- F. Exterior and Interior Elevations
 1. Include detailed elevations of all surfaces requiring work.
 2. Include vertical dimensions for all items unless indicated on building section. Horizontal dimensions should be only on the floor plans.
 3. On renovation projects, the use of digital photography to depict both exterior and interior elevations is acceptable, provided that they are dimensioned, and work is properly identified with detail references and keynotes.
- G. Door Schedule
 1. Include all doors in schedule listing, dimensions, door type, hardware group, signage, and reference head, jamb and threshold details.
- H. Window Schedule
 1. Include all windows in schedule listing, dimensions, window type, and reference head, jamb and sill details.
- I. Finish Schedule
 1. Include on finish schedule pre-selected colors from the District standard color groups.
- C. Civil Drawings
 - A. Include existing topography information as appropriate for specific project scope and include cross sections for new grading work.
 - B. Use same background as architectural with the same orientation and same scale.
 - C. Provide enlarged plans for site improvements such as stairs, accessible ramps, utility enclosures, and other congested areas.
 - D. Clearly indicate and coordinate all points of connection with invert elevations at both building tie-ins and off-site tie-ins.
 - E. Coordinate underground utilities to route around future building pads.
- D. Structural Drawing Standards
 - A. Use same background as architectural with the same orientation and same scale.
 - B. On renovation projects, include all know structural repairs and corresponding repair details. If additional repairs are anticipated, but in a concealed location, provide typical structural repair details for work to be performed on an allowance basis.
- E. Mechanical Drawings
 - A. Provide appropriate legends, equipment schedules, etc. as required for the project. Legends shall include all symbols and abbreviations used on the drawings. Provide a plumbing fixture schedule on the plumbing drawings to define fixture connection pipe sizes.



FACILITY DESIGN STANDARDS

- B. Use same background as architectural with the same orientation and same scale.
 - C. When necessary, provide a site plan indicating all buildings, structures, paving, walkways, landscaping, site utilities, etc.
 - D. Provide separate plumbing drawings from the heating, air condition and ventilation plans.
 - E. Provide large scale ($1/4" = 1'-0"$) partial plumbing floor plans and partial HVAC floor plans where necessary to clearly indicate work to be accomplished.
 - F. When new gas meters are required, indicate meter set location on the site plan and provide a piping diagram of the meter set indicating meter, valving arrangement, regulator if required, and seismic gas shutoff valve.
 - G. Clearly indicate all points of connection and coordinate with civil.
 - H. Indicate pressure of all gas piping.
 - I. Indicate plumbing fixture tabulations.
 - J. Provide building sections as necessary to indicate and make clear all duct routing and how it relates to the structure, the architecture, and other building utilities.
 - K. Provide details of specific construction items as necessary. Coordinate details with the specific construction which exists at the school, or which will be used on a new school building.
 - L. Provide temperature control diagrams for each system and each item of equipment to be controlled. Include schematic diagrams, sequences of operation, control equipment schedule, etc.
 - M. On renovation projects, clearly delineate which items are new and which are existing. Provide separate demolition plans. When possible include on the same sheet as the new work. Extent of all demolition work shall be clearly illustrated and noted. Coordinate patching requirements with architectural drawings.
- F. Electrical Drawing Standards
- A. Provide appropriate legends, equipment schedules, etc. as required for the project. Legends shall include all symbols and abbreviations used on the drawings.
 - B. New light fixtures to be consistent with attached District standard light fixture schedule.
 - C. Use same background as architectural with the same orientation and same scale.
 - D. Provide separate power/signal drawings from lighting plans.
 - E. When necessary, provide a site plan indicating all buildings, structures, paving, walkways, landscaping, site utilities, etc. with enlarged $1/4"$ per foot plan of new utility yard housing transformer and switchgear.
 - F. Provide panel schedule for all panels including load calculations and connected load of each panel.
 - G. Indicate all grounding and provide detail including grounding of chainlink fence at utility yard if applicable.
 - H. Show all anchorage details for specific conditions.



- I. On renovation projects, clearly delineate which items are new and which are existing. Provide separate demolition plans. When possible include on the same sheet as the new work. Extent of all demolition work shall be clearly illustrated and noted. Coordinate patching requirements with architectural drawings.
- J. On renovation projects indicate actual routing of all conduits. Coordinate with routing of existing and new conduits (line voltage and low voltage) and mechanical piping to utilize common support wherever possible. Minimize routing of conduits on roof, but where necessary minimize anchored blocks.
- K. On renovation projects, indicate location of casework and other obstructions in conjunction with location of surface mounted raceway.
- G. Landscape Drawing Standards
 - A. Use same background as architectural with the same orientation and same scale.
 - B. Provide appropriate legends, equipment schedules, etc. as required for the project. Legends shall include all symbols and abbreviations used on the drawings.
 - C. New landscaping and irrigation to be consistent with attached District standard planting details.
 - D. Coordinate all new concrete with architectural drawings.

End of Part 6 - Document Standards



Part 7 – Outline Specifications

I. Preface

The following specifications have been prepared to establish and sustain consistent representation of the requirements and standards to all members of the Design Team, District Administration, Faculty, and other stakeholders. Included in these District Specification Standards are a combination of both outline specifications and master specifications for the various sections that may apply to your specific project. The master specification sections are provided in Word format for editing by the Design Professionals to make it project specific and are to be incorporated into the Project Manual. The outline specification sections include requirements that are to be integrated into the master specifications of the Design Professionals choice and edited as appropriate to meet the specific project requirements. It is not the intent to address all items required for all projects. Materials, products, and items not listed are to be recommended by the Design Professional and reviewed by the District Project Manager. The information is not intended to be “cut and pasted” into the construction documents. Variances from the District Specification Standards must be submitted on a Variance Request form and approved by the District’s Project Manager.

The Design Professional shall specify at least three manufacturers unless the District has selected a specific manufacturer. Inform the District’s Project Manager of any difficulties in identifying equivalent products.

Where optional material or equipment choices are presented in the District Specification Standards, select the items to be used in the project and edit the specification sections as necessary.

II. Mock-Ups

Mock-ups and pre-installation meetings are not required in all cases. The Design Professional must judge the complexity of the work and make the determination if either is appropriate for the job. The District prefers mock-ups and to include pre-installation conferences for all but the simplest installations. The Design Professional is to recommend and obtain District approval of mock-up requirements prior to finalizing bid documents.

III. Commissioning

The Design Professional is to consult with the District project manager to determine the need and level of commissioning appropriate for each specific project. It is District’s intent, at a minimum, to commission the Food Service, HVAC, Plumbing (including plumbing and gas systems for Laboratory Classrooms), Electrical (Lighting Controls, BMS / EMS), Low Voltage Systems (Fire Alarm, Data, Phones, Clock, Bells, PA, and Security), Laboratory Fume Hoods, and irrigation system controllers. The Design Professional is to coordinate the commissioning requirements with the District’s commissioning consultant and obtain District approval of requirements prior to finalizing bid documents. Include in the respective specification section sections requirement for video recording all of the M&O training sessions.



IV. Bidding And Contract Requirements

The “front-end” documents inclusive of bid form, bid instructions, General Conditions, insurance, and contractual requirements, will be provided by the District and shall be edited by the Design Professional for specific project requirements. The Design Professional must assist the District in the preparation of the front-end documents by submitting with the bid set:

- List of Alternates, deductive and additive.
- List of Allowances
- Suggested duration of construction
- Brief description of the work, including phasing requirements
- Construction Cost Estimate
- Operation and Maintenance manual requirements
- Record Drawing requirements

A. Warranty

Require a general two-year warranty from the General Contractor on the entire project. The warranty shall commence upon recordation of the Notice of Completion. In addition, provide the specific manufacturer warranty requirements that are beyond the two-year. Require contractor to provide Itemized warranty list for each major piece of equipment with manufacturer service contact information. All information to be included in two (2) tabbed binders and electronic PDF version with bookmarks that contains all warranties and contact information.

B. Operations and Maintenance Manuals

Require two (2) tabbed binders and electronic PDF version with bookmarks that contains all operation and maintenance information and all approved submittals/shop drawings.

C. Extra Stock

The Design Professional must confirm with the District project manager the extra stock requirements for their specific project.

D. Hazardous Materials

No materials or products containing hazardous materials shall be specified or otherwise allowed for use on any project.

E. Final Cleaning

All contracts are to include final cleaning requirement section 01742.



02 41 13 Selective Demolition

Part 1 - General

A. Scope: (Renovation Projects Only)

1. Coordinate with recommendations of the District environmental consultants for abatement of hazardous materials including: asbestos, lead, other hazardous materials including; PCBs in transformers, fluorescent lamp recycle/disposal, radon abatement, and lead paint removal, VCT, TSI, etc.
2. The District prefers abatement of asbestos versus encapsulating. Items that are to be encapsulated due to budgetary or physical restraints need to be reviewed with the designated District representative.
3. Design professionals to review items to be removed with M&O prior to bid to determine if salvage is desired. After items are identified in documents, add the following paragraph into the above referenced specification section:

"Deliver salvaged material to a location designated by the District. Contractor shall be responsible for all such materials, fittings, fixtures, etc., and shall use the utmost care in their removal, so as to insure the least possible damage to the same or surrounding work."



03 30 00 Cast-In-Place Concrete

Part 1 – General

- A. Warranty
 - 1. Require unconditional two (2) year installation warranty commencing on date of "Substantial Completion" for cracking.
 - 2. Require a site review with the District Project Manager prior to expiration of warranty as a condition to end installation warranty period.
- B. Pre-installation Meeting
 - 1. Schedule a pre-installation meeting with Architect, Owner's Representative, Project Inspector, and Contractor in attendance.
- C. Submittals
 - 1. Include requirements for submission of mix designs per section 01300. The Structural Engineer of record and the District's testing laboratory must approve all mix designs.

Part 2 – Products

Note to Design Professional: Do not specify colored concrete.
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- A. All concrete to be batched in a certified plant capable of achieving DSA waiver of continuous batch plant inspection in accordance with CBC. 1705A.3.3
- B. All concrete to be produced by the same batch plant.
- C. Structural concrete mix design shall yield specified strength prior to 28 days.

Part 3 – Execution

- A. Vertical and decorative concrete shall be sacked and patched.
- B. Finishes: medium broom finish at horizontal concrete.



05 50 00 Metal Fabrications

Part 1 - General

- A. Scope:
 - 1. All project types when required by scope statement. Refer to design standards for requirements.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.

Part 2 - Products

- A. All downspouts to be galvanized schedule 40 steel-pipe.
- B. All exterior metal fabricated items to be hot-dipped galvanized after fabrication.
- C. Metal stair nosing (where required): Balco cast iron stair nosing or approved equal. Extend nosing full length of steps.

Part 3 - Execution

- A. All downspouts to have welded joints. Threaded and collard joints are not acceptable.
- B. Require downspouts to be water tested in presence of the Project Inspector.



06 10 00 Rough Carpentry

Part 1 - General

- A. Scope:
 - 1. All project types when necessitated by scope.
- B. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- C. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
- D. Material Handling & Storage:
 - 1. All materials are to be dry stored and protected from weather.

Part 2 - Products

- A. Mill stamped S-Dry; maximum moisture 19 percent prior to installation. Lumber shall exhibit no growth of fungus when installed.

Part 3 - Execution

- A. Install per manufacturer's recommendations.



06 20 00 Finish Carpentry

Part 1 - General

- A. Scope:
 - 1. All project types when necessitated by scope.
- B. Codes and Standards: Reference the latest editions of all applicable codes.
- C. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.

Part 2 – Products

- A. All finish lumber to be kiln dry.
- B. All casework to be WI certified, Custom Grade.

Part 3 - Execution

- A. All joints to be beveled. No butt joints.



07 60 00 Sheet Metal Flashing, Gutters and Trim

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II.
 - 2. Renovation Projects: When required by scope statement. Refer to design standards Part III.
 - 3. Portable Buildings: Refer to design standards Part IV.
 - 4. Modular Building Standards: Refer to design standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
- E. Related Sections:
 - 1. All downspouts to be galvanized schedule 40 steel pipe.
(See 05 50 00)

Part 2 - Products

- A. All material are to be hot-dipped galvanized:
 - 1. Specify 20-gauge vents.
 - 2. Specify 22-gauge min. gutters.
 - 3. Specify 24-gauge min. flashings.

Part 3 - Execution

- A. Require all gutters and downspouts to be water tested in presence of project inspector.



07 72 00 Roof Hatches

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II.
 - 2. Renovation Projects: When required by scope statement.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
 - 3. Require O&M data.

Part 2 - Products

- A. Bilco Type "S", 11-gauge (2.3mm), aluminum construction with mill finish or approved equal.
 - 1. Hatches to have compression springs or gas loaded struts for ease of one-handed operation.
- B. Specify "Ladder-Up" safety post or approved equal at all roof access ladders. Include requirement to mount centered on the backside of the ladder.

Part 3 - Execution

- A. Install per manufacturer's recommendations.



08 11 00 Steel Doors and Frames

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II.
 - 2. Renovation Projects: Refer to design standards, Part III.
 - 3. Portable Buildings: Refer to design standards, Part IV.
 - 4. Modular Building Standards: Refer to design standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the 10-year manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require schedule and shop drawings.

Part 2 - Products

- A. Standard Exterior Doors: Curries Company 707T Series. District Standard, no "or equals" or "substitutions" allowed.
 - 1. T-edge has the seam continuously welded the full height of the door, ground smooth and filled to conceal the weld.
 - 2. 12 Gauge Hinge Channel
 - 3. 14 Gauge Closer Reinforcement Channel
 - 4. 16 Gauge Top End Channel
 - 5. Polystyrene Core
 - 6. 14 Gauge Lock Channel
 - 7. Lock preparation as required
 - 8. 16 Gauge Bottom End Channel
 - 9. 14 Gauge Face Skins bonded to core



- B. Heavy Duty Exterior Doors: Curries Company 747T Series. District Standard, no "or equals" or "substitutions" allowed.
 - 1. T-edge has the seam continuously welded the full height of the door, ground smooth and filled to conceal the weld.
 - 2. 16 Gauge "ribs" (vertical stiffener channels) at 6" OC
 - 3. 12 Gauge Hinge Channel
 - 4. 14 Gauge Closer Reinforcement Channel
 - 5. 16 Gauge Top End Channel
 - 6. Fiberglass Insulation Core
 - 7. 14 Gauge Lock Channel
 - 8. Lock preparation as required
 - 9. 16 Gauge Bottom End Channel
 - 10. 14 Gauge Face Skins spot welded to ribs at 6" OC
- C. Baked on rust inhibiting primer per ANSI A250.10. Supplier to certify compatibility of shop primer to specified finish coats.

Part 3 - Execution

- A. Furnish a minimum of two (2) head anchors for frames installed in stud walls and three (3) or more anchors in frame width exceeding 42". Provide a minimum of (3) jamb anchors for standard height doors and additional anchors per 24" for doors over seven feet.



08 14 16 Flush Wood Doors

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II.
 - 2. Renovation Projects: Refer to Design Standards, Part III.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to a lifetime manufacturer's warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.

Part 2 - Products

- A. Mohawk Flush Doors Inc., Platinum Series, 5-Ply, solid core (particle core for non-rated applications and mineral core for rated applications). Or approved equal.
 - 1. Wood doors shall be stain grade in office locations and paint grade everywhere else. Face Veneer to be selected by architect from manufacture's "stock species for immediate manufacturing".
- B. Doors shall be 1 3/4-inch thickness unless otherwise required.

Part 3 - Execution

- A. Install in strict conformance with manufacturer's requirements.



08 16 13 FRP Flush Doors

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II.
 - 2. Renovation Projects: Refer to Design Standards, Part III.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's 10-year warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
 - 3. Require samples of custom color.
 - 4. Require O&M data.
- E. Tools:
 - 1. Contractor to provide Owner with all adjustment tools.
- F. Commissioning:
 - 1. Require an informal commissioning requirement that provides complete door testing/commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.
 - 2. Requirements to include instructions to the District's maintenance and operations staff in the operation, adjustment, and maintenance of doors.

Part 2 - Products

- A. Special-Lite Inc. (Design Professional's to contact Ted Smith at (707) 224-2232 for manufacturer's specifications.)
 - 1. SL-17
 - 2. No known equal



B. Doors:

1. Construct 1 3/4" thickness doors of 6063-T5 aluminum alloy rails and stiles minimum 2 5/16" depth. Construct with mitered corners and specify joinery of 3/8" diameter full width tie rods through extruded splines top and bottom as standard. .125" tubular shaped stiles and rails reinforced to accept hardware as specified. Specify hex type aircraft nuts for joinery without welds, glues or other methods for securing internal door extrusions. Furnish integral reglets to accept face sheet to permit a flush appearance. Rail caps or other face sheet capture methods are not acceptable.
2. Extrude top and bottom rail legs for interlocking continuous rail rigidity weather bar. Lock face sheet material in place with extruded interlocking edges to be flush with aluminum rails and stiles.
3. Door face sheeting .120" thickness fiberglass reinforced polyester. SL-17 doors with an abuse resistant engineered surface with custom factory applied color as selected by District to match other doors on campus.
4. Core of Door Assembly: Minimum five (5) pounds per cubic foot density poured-in-place polyurethane free of CFC. Minimum "R" value of 11. Ballistic rating is as indicated. Meeting stiles on pairs of doors and bottom weather bars with nylon brush weather stripping.
5. Manufacture doors with cutouts for vision lites, louvers or panels as scheduled. Factory furnish and install all glass, louvers and panels prior to shipment.
6. Pre-machine doors in accordance with templates from the specified hardware manufacturers and approved hardware schedule. Factory install hardware, except door closers.

C. Insert Framing Systems:

1. Specify on all existing frame conditions Model: SL-1030. Not required on doors scheduled to receive new metal doorframes.

Part 3 - Execution

- A. Install per manufacturer's installation recommendations and contract details.
- B. Set thresholds in a bed of mastic and back-seal.
- C. Clean surfaces promptly after installation of doors and frames, exercising care to avoid damage to the protective coatings.
- D. Ensure that the doors and frames will be without damage or deterioration (other than normal weathering) at the time of acceptance.



08 51 00 Aluminum Windows

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II.
 - 2. Renovation Projects: When required by scope statement. Refer to Design Standards, Part III.
 - 3. Portable Buildings: Refer to Design Standards, Part IV.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
 - 3. Require O&M data.

Part 2 - Products

- A. Aluminum; single glazed from interior; all welded or factory sealed corners. Factory applied Class 1 anodized finish.
- B. Oldcastle, Vista Wall, Kawneer; Efcu, or approved equal. 2-inch tubular sections. Wall sections 1/8-inch.
- C. Window Hardware:
 - 1. Handles: Cam type; white bronze alloy; US25D Finish. Bronze Craft series #167 or #158 as required. Coordinate with required strikes, keepers, spring catches, and shade hardware.
 - 2. Hinges: Stainless Steel 4 bar hinges; Anderberg #301 or Bronze Craft #300 series. Specify with "restrictor blocks".
 - 3. Remote Operations: Specify pole/hook assembly; aluminum with rubber end-7 feet long: Bronze Craft #234 series w/#231 series hook.



FACILITY DESIGN STANDARDS

4. Catches: Spring type @ transom hopper vents; Bronze Craft #273 with #210 series keeper.
5. Fasteners: Stainless steel.
6. Specify with screens on interior side of windows.

Part 3 - Execution

- A. Install per manufacturer's installation recommendations and contract details.



08 71 00 Door Hardware

Part 1 - General

A. Scope:

1. New Construction Projects: Refer to design standards, Part II.
2. Renovation Projects: When required by scope statement. Refer to design standards, Part III.
3. Portable Buildings: Refer to design standards, Part IV.
4. Modular Building Standards: Refer to design standards Part V.

B. Warranty:

1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the Schlage Lock seven (7) year warranty, the Von Duprin three (3) year warranty and the LCN ten (10) year warranty.
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Operation and Maintenance Manual

1. Include requirement to include key cut schedule in addition to all of the manufacturer O&M data.

D. Codes and Standards:

1. Reference the latest editions of all applicable codes.

E. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require shop drawings.
3. Require O&M data.

F. Commissioning:

1. Require a informal commissioning requirement that provides complete hardware testing and ample site staff training sessions including post occupancy reviews and final testing and adjustments prior to expiration of warranty.
2. Requirements to include instructions to the District's maintenance and operations staff in the operation, adjustment, and maintenance of hardware.

G. Quality Assurance:

1. Include requirement for installers to be factory certified and experienced with a minimum of 5-years installing door hardware.



H. Additional Requirements:

1. Provide full set of maintenance tools for each type of hardware.

Part 2 - Products

A. Finish:

1. All hardware to have US26D finish (satin-chrome) or equal unless required to match uniform building standard.
2. Bronze or stainless steel base material on interiors unless otherwise noted

B. Hinges:

1. For doors where no additional throw is required to have door open 180 degrees or against adjoining wall, then specify:
 - a. Pemko CFM SLF HD or Roton 780-224HD, no other known equal.
2. For doors where up to a 2 13/16" throw is required to have door open 180 degrees or against adjoining wall, then specify:
 - a. Pemko WTCFM HD no known equal
3. For doors where over a 2 13/16" throw is required to have door open 180 degrees or against adjoining wall, then specify:
 - a. Hager Ball Bearing Hinge Model #BB1168 x 626 x NFP or approved equal.

C. Door Closers:

1. LCN model #4041EDA-TB heavy duty, door closures. No "or equals" or "substitutions" allowed.
2. Specify long arm when used on doors with wide throw hinges.

D. Locksets and Latchsets:

1. All locksets to be Schlage (Ingersoll-Rand Company), "ND" series, in the "Rhodes" design with "Vandlgard" lever at all exterior applications and "Non Vandlgard" at all interior applications. No "or equals" or "substitutions" allowed.
2. All Classrooms Doors (where exit devices are not required by code) shall have classroom security function; the outside lever can be locked with a key from the inside. The inside lever is always unlocked to allow unrestricted exit:
 - a. Schlage ND60PD at interior locations.
 - b. Schlage ND93PD at exterior locations (Vandlgard).
3. Student Toilet Room doors:
 - a. Schlage L9460P 503 626 x 03A 626 lever-set with function XLII-886.



- b. Include push plate around exterior lever with cutout.
 - 4. All Staff Toilet Rooms without toilet partitions shall be specified to have, Faculty Restroom Lock function lockset with "occupied" indicator with push-button lock function and master key override.
 - a. Schlage ND85PD, modified button function.
 - 5. All interior Office doors shall be specified to have a lockset with no button function inside and keyed cylinder on other side.
 - a. Schlage ND70PD.
 - 6. All Storage rooms to be specified to have a lever that locks automatically when door is shut, but releasable from interior and keyed cylinder on other side. Only to be used on true storage rooms.
 - a. Schlage ND80PD on interior doors.
 - b. Schlage ND96PD on exterior doors.
- E. Exit Devices:
 - 1. Von Duprin. No "or equals" or "substitutions" allowed.
 - 2. Heavy-duty touch bar exit rim device.
 - 3. Specify with keyed removable mullion at paired entrances.
 - 4. All paired doors shall be specified with surface mounted panic devices, keyed removable mullion and set of heavy-duty pull handles with interchangeable cores.
 - 5. Specify with keyed dogging cylinder and with pull trim at exterior entrances.
 - 6. If the door is not required to have positive latching, then the door shall be specified with: Von Duprin CD99NL x 990NL Trim Pull (exterior single doors)
 - 7. If the door is required to have positive latching, then the door shall be fitted with: Von Duprin 99L-2-F x 996L-NL-R (F-rated single doors)
 - 8. If a pair of doors is not required to have positive latching, then the doors shall be specified with: Von Duprin CD99NLx990-NL "Trim Pull"xCD99EOxSNBxKR4954 Mullion x 154 (at pairs).
 - 9. If a pair of doors is required to have positive latching, then the doors shall be fitted with: Von Duprin 99L-2-F-996L-NL-Rx99EO-FxKR9954 Mullion x 154 (F pairs).
- F. Keying:
 - 1. All keying is to be keyed into District restrictive, Schlage Everest, keying system. No "or equals" or "substitutions" allowed.
 - 2. All keys to be stamped with key code.
 - 3. All cylinders are to be standard.
 - 4. All cylinders to be factory keyed and shipped with split construction key



- system.
- 5. Design Professional to include key schedule in bid specifications.
- 6. Specify locking key cabinet.
- G. Stops / Holders:
 - 1. Ives
 - a. Stops: FS436/R435 (Interior floor stop); FS18S (Security floor stops); WS401/WS402 (Wall bumpers)
 - b. Holders: WS45 (Automatic holders & stops); FS43 (Automatic door stops & holders).
 - 2. All exterior doors to have door hold-opens where code permits. All primary interior doors on campuses with interior corridors shall have door hold-opens. Where solid backing is available mount high on wall, if hold-open must be floor mounted, mount within 3" of wall.
- H. Thresholds:
 - 1. Pemko, shapes as required, or approved equal.
 - 2. Rixson where required with pivot hinge, no known equal.
- I. Weather Stripping:
 - 1. New door applications utilize concealed brush door sweeps for hollow metal doors with inverted bottom channel.
 - a. Pemko 90100CP, or approved equal.
 - 2. Retrofitting existing doors utilize a surface mounted brush sweep.
 - a. Pemko 309AP, or approved equal.
 - 3. All exterior doors to be fitted with 45 degree, brush-style weather-stripping.
 - a. Pemko #45041CP or approved equal.
- J. Latch Protectors:
 - 1. All exterior mortised locksets to be equipped with Trimco "Cylindrical Lock-guard" #1083-6, no known equal.
- K. Astragals/Coordinators/Automatic Flush bolts:
 - 1. Avoid where possible.
- L. Kickplates:
 - 1. Armor plates; 10-inches high.
- M. Pulls/Push Plates: Cast alloy; ADA complying.
 - 1. All exterior pull handles to be Ives #VR910-NL and VR910-DT or approved equal on non-active leaf on a pair of doors.
- N. Door Louvers:
 - 1. All exterior door louvers to be heavy duty vandal resistant



- a. Anemostat PLSL heavy-duty louver with 12-gauge grill or approved equal.
- O. Lock-Open Hasp:
 - 1. All student toilet rooms to have custom, heavy duty, lock-open hasp.
 - 2.

Part 3 - Execution

- A. All hardware to have non-removable pins and tamper-proof screws.



08 80 00 Glazing

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II.
 - 2. Renovation Projects: When required by scope statement. Refer to design standards, Part III.
 - 3. Portable Buildings: Refer to design standards, Part IV.
 - 4. Modular Building Standards: Refer to design standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require samples.

Part 2 - Products

- A. On renovation projects the type of glazing may vary for each site. Match existing glazing tint where applicable.
- B. Standard glazing is 1/4" laminated glass consisting of two layers clear 1/8" thick minimum float glass with 0.030" thick polyvinyl butyl interlayer.
- C. Specify wired or tempered glass where required by code.

Part 3 - Execution

- A. Install per manufacturer's installation recommendations and contract details.



09 72 16 Vinyl Wall Covering Covered Tackable Wall-Board

Part 1 - General

A. Scope:

1. New Construction Projects: Refer to Design Standards, Part II.
2. Renovation Projects: When required by scope statement. Refer to Design Standards, Part III.
3. Portable Buildings: Specify manufacturer standard pre-wrapped panels.
4. Modular Building Standards: Refer to Design Standards Part V.

B. Warranty:

1. Require unconditional five (5) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Codes and Standards:

1. Reference the latest editions of all applicable codes.

D. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require O&M data.

E. Extra Stock: Require a minimum of two (2) rolls.

Part 2 - Products

A. Tackboard Base for Field Applied Vinyl:

1. Homasote, 440 Sound Board, or approved equal.

B. Tackable vinyl wall covering:

1. Micro-vented vinyl coated wall covering, Koroseal "School Collection", or approved equal.
2. Total Weight: 21 ounce.
3. UL Label, Class A fire rating.
4. Water-based print inks.
5. Cadmium free
6. Antimicrobial and mildew resistant.



7. Koroklear protective water-base top coat.
8. Self-healing vinyl with memory.

Part 3 - Execution

- A. Install per manufacturer's installation recommendations.
- B. Install tackboard base material over taped gypsum wall board.
- C. Float and "hot-mud" tackboard base prior to installing wall covering.



09 30 00 Ceramic Tile

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II.
 - 2. Renovation Projects: When required by scope statement. Refer to Design Standards, Part III.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require samples.
- E. Extra Stock: 1 group of the following per each room: 1 box floor tile, 1 box wall tile, 4-6 cove & corners.

Part 2 - Products

- A. Specify recycled content products.
- B. Slip resistive finish on floors.
- C. Latex-epoxy mortar and grout in toilet rooms.
- D. American Olean, Dal Tile, or approved equal.

Part 3 - Execution

- A. All grout lines to be narrow, not standard width.
- B. Remove existing tile where new tile is scheduled.



09 50 00 Acoustical Panel Ceilings

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II.
 - 2. Renovation Projects: When required by scope statement. Refer to Design Standards, Part III.
 - 3. Portable Buildings: Specify manufacturer standard.
 - 4. Modular Building Standards: Refer to Design Standards Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require samples shop drawings.
- E. Extra Stock: Require a minimum of one carton or 2% of total project, whichever is greater.

Part 2 - Products

- A. Specify recycled content products.
- B. Exposed heavy-duty 24" by 48" grid flat white baked enamel finish.
- C. Revision to FDS: 2'x4'x5/8" lay-in acoustical mineral fiber ceiling panels. NRC Range .055, CAC Range 35.
 - 1. Armstrong World Industries, Inc. School Zone FINE FISSURED or approved equal.

Part 3 - Execution

- A. Grid to be installed per DSA IR 47-4.



09 65 40 Linoleum Flooring

Part 1 - General

A. Scope:

1. New Construction Projects: Refer to design standards, Part II and educational specifications.
2. Renovation Projects: When required by scope statement. Refer to design standards, Part III.
3. Portable Buildings: Not applicable.
4. Modular Building Standards: Refer to design standards Part V.

B. Warranty:

1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to a five (5) year manufacturer's warranty.
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Codes and Standards:

1. Reference the latest editions of all applicable codes.

D. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require shop drawings indicating locations of all seams and game stripping if applicable.
3. Submit samples for color selection illustrating color and pattern for floor material with samples of matching welding rod seams, rubber base and transition material proposed for installation.
4. Include requirement for O&M data.

E. Commissioning:

1. Require an informal commissioning requirement that provides ample site staff training sessions for the cleaning and care of product, including post occupancy reviews prior to expiration of warranty.

F. Quality Assurance:

1. Installer Qualifications:
 - a. Require installer to be factory trained and certified. Forbo installers to be "Master Mechanic" certified.
 - b. Proof of Certification; provide proof of certification as Forbo "Master Mechanic" before start of work.



- c. Master Mechanic must be present on job site daily.
 - d. Require mock-up to establish workmanship quality of seams, welds and cove.
- 2. Pre-Floor Covering Installation Meeting:
 - a. Require a meeting to review subfloor preparation, verification of readiness for floor covering installation and use of correct products, verification of the acclimation of correct finish materials and review installation requirements.
- G. Extra Stock:
 - 1. Specify extra materials, for each color, between 2-10 percent (depending on project size).

Part 2 - Products

- A. Typical resilient flooring shall be Forbo, "Marmoleum" or Armstrong – DLW no other known equal.
 - 1. Linoleum Sheet Flooring: Meeting or exceeding Federal Specification SS-T-312B, and ASTM F1700, Static Load Limit 450 pounds per square inch, 2.5mm gauge, unless otherwise indicated. ASTM E-682/NFPA 258—450 or less. ASTM E-648/NFPA 253—Class 1. Homogeneous linoleum of primarily natural materials consisting of linseed oil, wood flour, rosin binders and pigments mixed and calendared onto natural jute backing.
 - a. Specify low VOC adhesives and seam sealers.
- B. Leveling and Patching Compounds:
 - 1. Portland Cement types as recommended by flooring manufacturer.
- C. Game Stripping Paint: As recommended by flooring manufacturer.
- D. Underlayment:
 - 1. Specify "FiberFlor – Supreme" as manufactured by MacMillan Bloedel Building Materials or approved equal.
- E. Specify Johnson Diversey Sealer, finish and cleaner, or approved equal.
 - 1. Linoleum Sealer: 4189
 - 2. Care-free Matt Finish: 5441
 - 3. Stride Neutral Cleaner: 3815

Part 3 - Execution

- A. All sheet flooring to have fully heat-welded seams.
- B. Specify backing at all coved installations.
- C. Install per manufacturer's recommendations.



- D. Paint game stripping prior to sealing floor.
- E. Apply sealer and polish in strict conformance with manufacturer's written recommendations and require full-time inspection to assure correct application and dry times.



09 67 00 Epoxy Flooring

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II and educational specifications. Required in Kitchens, Toilet Rooms and Mechanical Rooms.
 - 2. Renovation Projects: Refer to design standards, Part III and specific scope statement. Typically required in Kitchens, Toilet Rooms and Mechanical Rooms.
 - 3. Portable Buildings: Not Applicable.
 - 4. Modular Building Standards: Not Applicable.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require samples and shop drawings.
 - 3. Require factory certification of individuals to perform installation.
- E. Commissioning:
 - 1. Require an informal commissioning requirement that provides ample site staff training sessions to learn proper care and maintenance of flooring including post occupancy reviews prior to expiration of warranty.
- F. Extra Stock:
 - 1. Require touch-up material in color supplied.
- G. Quality Assurance:
 - 1. Installer Qualifications:
 - a. Require installer to be factory trained and certified.
 - b. Proof of Certification; provide proof of certification before start of work.



- c. Require mock-up to establish workmanship quality.
- 2. Kitchen Equipment Removal and Reinstallation Qualifications:
 - a. Kitchen equipment removal and re-installation Contractor to be an established firm experienced in the installation of kitchen equipment and shall have access to all manufacturers' required technical, maintenance, specifications and related documents.
 - b. Installer to provide project inspector proof of certification prior to starting work.
 - c. Qualified installer must be present on job site while existing equipment is removed and reinstalled.
- 3. Pre-Floor Covering Installation Meeting:
 - a. Require a meeting to review subfloor preparation, verification of readiness for floor covering installation and use of correct products, verification of the acclamation of correct finish materials and review installation requirements.

Part 2 - Products

- A. Dex-O-Tex or approved equal.
 - 1. Terra Flor: Ceramic coated quartz aggregates:
 - a. Thickness: 1/4" min.
 - b. Compressive Strength: (ASTM C-579) 6,250 p.s.i.
 - c. Tensile Strength: (ASTM D-307) 1,395 p.s.i.
 - d. Surface Hardness: (ASTM D-2240 - Durometer "D") 81
 - 2. Specify pre-selected color from District stock colors.
 - 3. Specify 6" integral base.

Part 3 - Execution

- A. Install in strict accordance with manufacturer recommendations with manufacturer certified installers.
- B. Prepare concrete substrate and provide Dex-O-Tex bond coat primer, basecoat with decorative quartz aggregate and clear filler and finish coats.
- C. For flooring projects in existing kitchens:
 - 1. Record condition and operation of all existing kitchen equipment.
 - 2. Require an approved, qualified installer to remove all kitchen and other fixed equipment prior to preparing floor. Store in contractors' protected, secured facility.
 - 3. Require an approved, qualified installer to reinstall kitchen equipment and test in presence of project inspector to ensure proper operation.



09 68 00 Carpeting

Part 1 - General

A. Scope:

1. New Construction Projects: Refer to design standards, Part II and educational specifications.
2. Renovation Projects: Refer to design standards, Part III and specific scope statement.
3. Portable Buildings: Refer to design standards, Part IV.
4. Modular Building Standards: Refer to design standards Part V.

B. Warranty:

1. Manufacturer's Warranty: Twenty (20) year manufacturer warranty commencing on recordation date of the Notice of Completion.
 - a. Should carpet, tend to creep or bulge, be defective in manufacturing or show a substantial amount of wear, carpet shall be replaced with new carpeting at no cost to the Owner. Manufacturer to submit written warranty covering the following:
 - b. 20 Year, non-prorated Guarantee shall also include:
 - c. No resiliency loss of backing.
 - d. No zippering
 - e. Static protection (will not lose static property)
 - f. Edge ravel
 - g. Delamination
 - h. Surface wear
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Codes and Standards:

1. Reference the latest editions of all applicable codes.

D. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require shop drawings indicating proposed locations of all seams.
3. Require factory certification of individuals to perform installation.
4. Require sample of heat-welded seam.
5. Include requirement for O&M data.



- E. Commissioning:
 - 1. Require an informal commissioning requirement that provides ample site staff training sessions to learn proper care and maintenance of flooring including post occupancy reviews prior to expiration of warranty.
- F. Extra Stock:
 - 1. Require 4 square yards extra stock of each color supplied.
- G. Quality Assurance:
 - 1. Installer Qualifications:
 - a. Require installer to be factory trained and certified.
 - b. Proof of Certification; provide proof of certification before start of work.
 - c. Require mock-up to establish workmanship quality of seams, welds and cove.
 - 2. Pre-Floor Covering Installation Meeting:
 - a. Require a meeting to review subfloor preparation, verification of readiness for floor covering installation and use of correct products, verification of the acclamation of correct finish materials and review installation requirements.

Part 2 - Products

- A. Tandus (formally Collins & Aikman) carpet tiles, no known equal.
 - 1. Infinity series, Color to be selected from District stock colors.
- B. Tandus "Triad Geo Tile" walk-off system at all exterior doors in carpeted rooms.
 - 1. Color to be coordinated with carpet.
- C. Specify low VOC adhesives and seam sealers.
- D. Specify 4" rubber base at all carpeted locations.

Part 3 - Execution

- A. Require use of largest sections possible to minimize seams.



09 90 00 Painting

Part 1 - General

- A. Scope: Design Professional to specify in bid documents the pre-selected color schedule from District standard colors.
 - 1. New Construction Projects: Refer to design standards, Part II and educational specifications.
 - 2. Renovation Projects: Refer to design standards, Part III and specific scope statement.
 - 3. Portable Buildings: Not Applicable.
 - 4. Modular Building Standards: Refer to design standards, Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Submit final schedule of colors with formulas for all paint used at project closeout.
- E. Extra Stock:
 - 1. 1 gallon of each color used, clearly marked with manufacturer label and mix design.

Part 2 - Products

- A. Specify low VOC paints and primers only.
- B. Acceptable Manufacturers: PPG Industries, Inc, Kelly Moore, and Dunn Edwards.
- C. Interior paint types and sheens:
 - 1. Interior Gypsum Board:
 - a. Primer: PPG Pure Performance Interior Latex Primer 9-2.
 - b. Corridors: Semi-Gloss: PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.



- c. Classrooms: Satin. PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.
- d. Offices: Satin: PPG Pure Performance Eggshell Interior Latex 9-411 Series.
- e. Toilet Rooms: Semi-Gloss: PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.
- f. Service Areas: Satin: PPG Pure Performance Eggshell Interior Latex 9-411 Series.
- g. Kitchens: Semi-Gloss Enamel: PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.
- 2. Interior Wood:
 - a. Primer: PPG Speedhide Interior Latex Enamel Undercoater 6-855.
 - b. Opaque Finish: PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.
 - c. Transparent Finish: Refinish to match existing. Specify product compatible with existing finish and, if possible, low VOC.
- 3. Interior Metal Doors and Frames:
 - a. Primer: PPG Pitt-Tech Int/Ext Industrial DTM Primer/Finish Enamel 90-712 Series.
 - b. PPG Pure Performance Semi-Gloss Interior Latex 9-510 Series.
- 4. Interior Miscellaneous Metals:
 - a. Sheen to fit circumstance.
- D. Exterior paint types and sheens: (Specify mildew retardant admixtures.)
 - 1. Exterior Stucco:
 - a. Primer: PPG Speedhide Exterior Latex Wood Primer 6-609.
 - b. Semi-gloss, 100% Acrylic Latex: PPG Speedhide Exterior Semi-Gloss Acrylic Latex 6-900 Series.
 - 2. Wood (opaque):
 - a. Primer: PPG Speedhide Exterior Latex Wood Primer 6-609.
 - b. Gloss, 100% Acrylic Latex: PPG Speedhide Gloss Acrylic Latex Enamel 6-8534 Series.
 - 3. Misc. Ferrous Metals:
 - a. Primer: PPG Pitt-Tech Int/Ext Industrial DTM Primer/Finish Enamel 90-712 Series.
 - b. PPG Pitt-Tech Int/Ext Satin DTM Industrial Enamel 90-474 Series.



4. Ferrous metal gutters, downspouts, doors, flashing, etc.:
 - a. Primer: PPG Pitt-Tech Int/Ext Industrial DTM Primer/Finish Enamel 90-712 Series.
 - b. PPG Pitt-Tech Int/Ext Satin DTM Industrial Enamel 90-474 Series.
5. Exterior Guardrails and Handrails:
 - a. Primer: PPG Pitt-Guard All Weather D-T-R Epoxy Coating 97-946/949 Series.
 - b. PPG Pitthane Ultra Gloss Urethane Enamel 95-812 Series.
6. Aluminum:
 - a. Primer: PPG Pitt-Tech Int/Ext Industrial DTM Primer/Finish Enamel 90-712 Series.
 - b. PPG Pitt-Tech Int/Ext High Gloss DTM Industrial Enamel 90-374 Series or PPG Pitt-Tech Int/Ext Satin DTM Industrial Enamel 90-474 Series.

Part 3 - Execution

- A. Do not paint over existing transparent finishes. Existing transparent finishes shall be refinished to match existing. Specify finish compatible with existing.
- B. All existing surfaces to be repaired and prepared prior to painting.
- C. Three coat system over existing paint or new primed finishes to consist of one prime coat and two finish coats.
- D. All shop-primed items are to be fully re-primed in the field.
- E. Color-tint sealers and undercoats within general color range of finish color. Vary color of successive coats sufficiently to distinguish between coats.
- F. Protect planting adjacent to buildings.
- G. Acid wash all galvanized materials. Etch and prime prior to finish painting and rinse thoroughly.



10 11 00 Chalkboards, Markerboards and Tackboards

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to Design Standards, Part II and educational specifications.
 - 2. Renovation Projects: Refer to Design Standards, Part III and specific scope statement.
 - 3. Portable Buildings: Refer to Design Standards, Part IV.
 - 4. Modular Building Standards: Refer to Design Standards, Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
 - 3. Include requirement for maintenance data.

Part 2 - Products

- A. Claridge, Rand McNally, or approved equal
- B. No seams in boards up to 16-feet in length.
- C. Specify heavy-duty map rails and flag holders.

Part 3 - Execution

- A. Install per manufacturer recommendations.



10 21 00 Solid Plastic Toilet Compartments

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II and educational specifications.
 - 2. Renovation Projects: Refer to design standards, Part III and specific scope statement.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Not applicable.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
 - 2. Include requirement to comply with NFPA 286
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.
 - 3. Include requirement for maintenance data.

Part 2 - Products

- A. High density Polyethylene or Polypropylene. Acceptable manufacturer: Scranton Products, Hinny Hiders, NFPA 286 class, or approved equal.
- B. All toilet partitions to be solid plastic with metal bottom edge.
- C. Hinges shall be 8 inches and fabricated from heavy-duty extruded aluminum with a bright dip anodized finish with wrap-around flanges, surface mounted and through bolted to doors and pilasters with stainless steel, torx head sex-bolts. Hinges operate and field with adjustable nylon cams. Cams can be field set in 30-degree increments or hinges shall be integral, fabricated from the door and pilaster with no exposed metal parts.
- D. Partitions to utilize head-rail brace mount system and continuous wall brackets.



- E. Specify with vandal resistant hardware.
- F. Color to be selected by District from manufacturer's standard range of colors.

Part 3 - Execution

- A. Install per manufacturer recommendations.
- B. Install with vandal resistant one-way screws.



10 14 00 Signage

Part 1 - General

- A. Scope:
 - 1. All Projects: Design Professional to include a signage schedule in accordance with ADA and CBC.
 - 2. Room and building designations need to be approved by designated District representative.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the 10-year manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings and samples.

Part 2 - Products

- A. All parking lot signage to be .125" aluminum panel with baked porcelain enamel finish mounted to 3" galvanized steel post set in 36" x 12" concrete footing.
 - 1. Reference District security phone number on tow sign.
- B. All room identification signage to be integral color with fussed raised lettering and California Braille.
 - 1. ASI, "Incast" or approved equal.

Part 3 - Execution

- A. Install with vandal resistant fasteners. No double-sided tape.



10 50 00 Metal Lockers

Part 1 - General

A. Scope:

1. New Construction Projects: Refer to design standards, Part II and educational specifications. Specify new gym lockers, no hallway lockers to be specified.
2. Renovation Projects: Refer to design standards, Part III and specific scope statement. When required by scope statement, evaluate condition of existing lockers and replace as necessary to match existing configuration.
3. Portable Buildings: Not applicable.
4. Modular Building Standards: Not applicable.

B. Warranty:

1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the standard warranty.
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Codes and Standards:

1. Reference the latest editions of all applicable codes.

D. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require shop drawings.
3. Include requirement for O&M data.

Part 2 - Products

- A. All steel, fully welded, construction with powder coat finish. Specify hasps for padlocks.
 1. Lyon, DeBourgh Lockers, or approved equal.
- B. Specify model with louvered metal doors not wire mesh type.

Part 3 - Execution

- A. Install with concealed fasteners where possible and vandal resistant fasteners where exposed.



10 28 13 Toilet Accessories

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II and educational specifications.
 - 2. Renovation Projects: Refer to design standards, Part III and specific scope statement. When required by scope statement, replace/provide as necessary.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Refer to design standards, Part IV and specific scope statement. When required by scope statement, replace/provide as necessary.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranties.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.

Part 2 - Products

- A. All toilet room accessories shall be Contractor Furnished and Contractor Installed (CFCI) unless otherwise indicated.
- B. Paper Towel Dispensers:
 - 1. Bay West Roll #89500, or approved equal. Accessory is Owner Furnished, Contractor Installed (OFCI).
- C. Toilet Paper Dispensers:
 - 1. Non-Handicapped Stalls: Bay West Wagon Wheel #884, or approved equal.
 - 2. Handicapped Recessed Stall: For Interior wall, Bobrick B-4388, B-3888 or approved equal; if block wall, B-2890, or approved equal.
 - 3. Handicapped Surface Mounted: Bobrick B-3888, or approved equal.
- D. Handicapped: Recessed: Bobrick B-386; Standard: Bobrick B-3888, or approved equal.



1. All toilet paper dispensers are Owner Furnished, Contractor Installed (OFCI).
- E. Toilet seat cover dispenser (Staff Toilet Rooms Only):
 1. Hospitality Specialties #601 Heavy Duty Plastic ½ fold. Accessory is Owner Furnished, Contractor Installed (OFCI).
- F. Grab Bars: Heavy Duty, 18 gauge, 304 stainless steel tubing, welded 11 gauge flanges, concealed mounting. Safety grip finish, no peening, Bobrick B-6806, or approved equal.
 1. Configurations and sizes indicated on drawings.
 2. No flange covers.
- G. Sanitary Napkin Disposal:
 1. Floor Stand Alone: Hospitality Specialties #250
 2. Surface-Mounted: Bobrick B-5270
 3. Recessed: Bobrick B-353 or B-35303
 4. Or approved equal.
- H. Soap dispenser:
 1. GOJO 800 Series Bag-in-Box Dispenser 800 ml bag-in-box system.
 2. Portion controlled.
 3. ADA compliant for push force.
 4. Dispensers to be installed at all classroom sinks and in Nurse's office.
- I. Student toilet room mirrors: 22 gauge, high polished stainless steel with backing plates; Bobrick B-1556, or approved equal.
 1. Size as indicated on drawings.
- J. Staff toilet room mirrors: Mirror and shelf: Bobrick B-166 Stainless Steel, or approved equal.
 1. Size as indicated on drawings.
- K. Trash receptacles: Owner Furnished, Owner Installed (OFOI).
- L. Handicapped Shower Seat: Bobrick B-5181 reversible solid phenolic folding shower seat, or approved equal.

Part 3 - Execution

- A. All toilet room accessories are to be installed with concealed fasteners where possible or vandal resistant fasteners where fasteners are exposed.
- B. All accessories to be mounted on solid blocking.



10 75 16 Flag Poles

Part 1 – General

- A. Related Sections
 - 1. 03 30 00: Cast-in-Place Concrete
 - 2. Reference Standards
 - 3. Flag pole design shall meet basic wind speed requirements.
- B. Submittals
 - 1. Product data: Submit manufacturer product data.
 - 2. Provide shop drawings showing anchorage and rigging.
- C. Warranty
 - 1. Require unconditional 2-year installation warranty commencing on substantial completion in addition to the manufacturer warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
 - 3. Require manufacturer's standard warranties.

Part 2 – Products

- A. Aluminum Flagpoles:
 - 1. One-piece seamless ground-set design with extruded aluminum tubing pole.
 - 2. Cone-tapered shaft with minimum 6-inch butt diameter, and 0.1875 minimum wall base thickness. Shaft finish shall be medium satin polish, with clear hard-coat wax.
- B. Finial Ball:
 - 1. Flush seam ball, with gold anodized finish.
- C. Halyard:
 - 1. External ball-bearing type with locking cover
- D. Flag:
 - 1. Provide one American flag and one State flag, three feet by five feet.

Part 3 – Execution

- A. No specific requirements.



11 68 13 Playground Equipment

Part 1 - General

- A. Scope:
 - 1. Renovation Projects: When required by scope statement.
 - 2. New Construction Projects: Specify per educational specifications.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01 30 00.
 - 2. Require shop drawings.
 - 3. Require O&M data.

Part 2 - Products

- A. Miracle-Recreation Equipment Company playground system complete with rubber tile surfacing, or approved equal. On new campuses, the model(s) and configuration will be determined by the Educational Specification Committee and provided to Design Professional.
 - 1. On other types of projects, if included on scope statement, the Design Professional is to propose model and configuration for the designated District representative's approval.
- B. Secure Lock Interlocking Tiles by Robertson Recreational Surfaces, or approved equal.

Part 3 - Execution

- A. Require installation per manufacturer recommendations.



12 30 00 Casework

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II and educational specifications.
 - 2. Renovation Projects: Refer to design standards, Part III and specific scope statement. When required by scope statement, evaluate condition of existing casework and replace as necessary to match existing configuration.
 - 3. Portable Buildings: Refer to design standards, Part IV.
 - 4. Modular Building Standards: Refer to design standards, Part V.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.

Part 2 - Products

- A. All casework to be WI "Custom Grade" certified.
- B. Specify owner approved pre-selected color.
- C. Specify formaldehyde-free, environmentally preferable materials and low VOC adhesives.
- D. All shelving to be $\frac{3}{4}$ " plywood core.
- E. Specify 5-knuckle hinges.
- F. Specify heavy-duty, ball bearing, full-extension drawer glides.

Part 3 - Execution

- A. Drawer bottoms to be fully let-in, glued and blocked.



12 20 00 Window Treatment

Part 1 - General

- A. Scope:
 - 1. New Construction Projects: Refer to design standards, Part II.
 - a. Specify new window coverings at all exterior windows unless directed to specify otherwise.
 - 2. Renovation Projects: Refer to Design Standards, Part III and scope statement. When required by scope statement, evaluate condition of existing window coverings and replace as necessary to match existing configuration.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
 - 2. Require a site review with the program manager prior to expiration of warranty as a condition to end installation warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Include requirement for Owner approval on all material proposed for use if not as specified.
 - 3. Require product data including style, material descriptions, construction details, dimensions and operating instructions.
 - 4. Require shop drawings indicating all locations and extent of roller shades. Show installation details, mountings, and attachments to other work, operational clearances and relationship to adjoining work.
 - 5. Require samples.
 - 6. Require product certificates for each type of roller shade, signed by product manufacturer.

Part 2 - Products

- A. MechoShade Systems, Inc.; 'Mecho/5' shades with electrogalvanized or epoxy primed steel or extruded-aluminum tube of diameter and wall thickness required for support without sagging. No known equal.
- B. Shade Band Material: 'EcoVeil', thermoplastic olefin based yarn.
- C. Mounting Brackets: Galvanized or zinc-plated steel.
- D. Fascia: L-shaped, formed-steel sheet or extruded aluminum.



Part 3 - Execution

- A. Install roller shades level, plumb and aligned with adjacent units according to manufacturer's written instructions:
- B. Shade band should be located so that it is not closer than 2" to interior face of glass.



12 64 00 Cafeteria Tables and Benches

Part 1 - General

A. Scope:

1. New Construction Projects:

- a. Refer to design standards, Part II and educational specifications.
- b. Specify new tables and benches at all new multi-purpose rooms and cafeterias. Require 2 tables per pocket unless directed to specify otherwise.

2. Renovation Projects:

- a. Refer to design standards, Part III and specific scope statement.
- b. When required by scope statement, evaluate condition of existing pockets, tables and benches and replace as necessary to match existing configuration.

3. Portable Buildings: Not applicable.

4. Modular Building Standards: Not applicable.

B. Warranty:

1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the 10-year manufacturer's standard warranty.
2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

C. Codes and Standards:

1. Reference the latest editions of all applicable codes.

D. Submittals:

1. Include requirements for submission of all material proposed for use per section 01300.
2. Require shop drawings.
3. Include requirement for O&M data.

E. Commissioning:

1. Require an informal commissioning requirement that provides complete equipment testing / commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.
2. Requirements to include instructions to the District's maintenance and



operations staff in the operation, adjustment, and maintenance of equipment.

Part 2 - Products

A. Palmer Hamilton Series, no known equals:

1. Pockets:

- a. Single In Wall Pocket #86R031412
- b. Double In Wall Pocket #86R031424
- c. Material: All welded construction of 16 gauge steel with 11 gauge sill plates, without partial back or open studs.
- d. Specify the standard, factory installed mullion cylinder locks mounted in frame at 48" A.F.F. to secure all tables and benches in pockets. All cylinders to be keyed alike.
- e. Note that the pockets are only available from the manufacturer in "Dark Neutral" (dark bronze) and "Chameleon" (beige). If custom color is desired, coordinate requirements in painting specifications for field painting of this factory finished item. Factory prime coat only finish is not acceptable.

2. In-Wall Tables and Benches:

- a. Tables: 29" with Benches at 17".
 - (i) Table #40M03293014
 - (ii) Bench #42M03171214
- b. Specify 5% accessible units in accordance with CBC and ADA requirements. All handicapped units are to be furnished filler piece in pocket to accommodate the shorter bench.
- c. Tabletop frame shall be 16ga steel box channels with returned edges rolled to 11ga.
- d. Track Lock System for ease of removal and return of tables and benches to pockets.
- e. Tables and benches shall lock automatically via an "upper cross bolt" into slots in the pocket mullion when folded into the pockets for storage.
- f. Tables and benches shall be detachable from and interchangeable in steel pockets.
- g. Tables and benches shall be equipped with compression springs to ensure proper counterbalance in any position. Maintain unassisted "Tee Pee" position.
- h. Table Edge: "Edgeguard" bonded PolyUrea, black.
- i. Frame Color: Specify pre-selected, owner approved color from the manufacturer standard colors; Black, Dark Neutral (dark



bronze) or Chameleon (beige). Premium Chrome Plating available upon request to the manufacturer.

- j. Plastic Laminate Color for Tops and Benches: Specify pre-selected, owner approved, Wilsonart or Formica.

Part 3 - Execution

- A. On renovation projects require field verification of existing pockets prior to ordering tables and benches.
- B. Install with vandal resistant fasteners.
- C. Install per manufacturer recommendations.



14 42 00 Vertical Wheelchair Lifts

Part 1 - General

- A. Scope:
 - 1. New Construction Projects:
 - (i) Refer to design standards, Part II and educational specifications.
 - (ii) Minimize use of lifts.
 - (iii) Where necessary locate in manner to minimize lost square footage.
 - 2. Renovation Projects:
 - (i) Refer to design standards, Part III and specific scope statement.
 - (ii) Coordinate requirements with ADA Transition Plan.
 - 3. Portable Buildings: Not applicable.
 - 4. Modular Building Standards: Not applicable.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranties.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end warranty period.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
 - 2. Contractor is responsible for obtaining necessary permit.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Provide shop drawings.
 - 3. Include requirement for O&M data.
- E. Commissioning:
 - 1. Require an informal commissioning requirement that provides complete equipment testing / commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.
 - 2. Requirements to include instructions to the District's maintenance and



operations staff in the operation, adjustment, and maintenance of equipment.

Part 2 - Products

- A. National Wheel-O-Vator - model BC, Garaventa - Opal model; or approved equal.
 - 1. Specify with manufacturer's upper and lower gates.
 - 2. Specify key operated switches.
 - 3. Specify with overhead emergency lighting and a phone jack that can be accessed during an emergency
 - 4. Specify manufacturer's baked on enamel finish with pre-selected color: Beige.

Part 3 - Execution

- A. New construction to set in recessed pit for flush transition.
- B. Modernization projects utilize manufacturer's ramp.



26 05 19 Low-Voltage Wires (600v ac)

Part 1 – General

- A. Definition
 - 1. Building wires and cables rated 600V and less. Connectors and cables rated 600V and less.
- B. Related Sections
 - 1. 26 05 23: Control-Voltage Electrical Power Cables

Part 2 – Products

- A. Conductors and Cables
 - 1. Use single conductor, annealed copper type THHN or THWN.
 - 2. Provide stranded copper for all conductors larger than #12 use solid for #12 and smaller.
- B. Conductor Insulation
 - 1. Polyvinyl chloride and covered with a protective sheath of nylon, rated at 600 volts.
- C. Conductor Identification
 - 1. Markers to be Brady Perma-Sleeve, Or District Approved Equal.

Part 3 – Execution

- A. Color code conductor insulation as follows:

System Voltage		
Conductor	208Y/120	480Y/277
Phase A	Black	Brown
Phase B	Red	Orange
Phase C	Blue	Yellow
Neutral	White	Natural Gray

- B. Utilize the services of an approved independent testing laboratory to perform megger time-resistance insulation testing of feeder conductors. Tests must be conducted with wires disconnected at both ends.



26 05 33 Raceways And Boxes For Electrical Systems

Part 1 – General

A. Related Sections

1. 26 05 00: Common Work Results for Electrical
2. 26 05 19: Low-Voltage Wires (600V AC)
3. 26 05 43: Underground Ducts and Raceways for Electrical Systems
4. 26 24 13: Switchboards
5. 26 24 16: Panelboards
6. 26 26 00: Power Distribution Units
7. Section 27 – Low Voltage Systems
8. 27 05 28: Pathways for Communications Systems
9. 28 05 28: Pathways for Electronic Safety and Security

Part 2 – Products

A. Metal Conduits, Tubing, and Fittings

1. Rigid metallic conduit to be rigid steel, heavy wall, mild steel, zinc-coated. Couplings, elbows, bends, condulets, bushings and other fittings shall be the same materials and finish as the rigid metallic conduit.
2. Electrical metallic tubing (EMT) to be steel tubing, zinc-coated with a protective enamel coating inside. Fittings, couplings, and connectors to be gland compression type. Set screw couplings and connectors not permitted.
3. Flexible steel conduit shall be of flexible interlocking strip construction with continuous zinc coating on strips. Required connectors and couplings fittings of the type, which threads into convolutions of flexible conduit.
4. Liquid-tight flexible metal conduit to be galvanized heavy wall, flexible locked steel strip construction, UV rated, with smooth moisture and oil-proof, abrasion-resistant, extruded plastic jacket. Connectors shall be as required for installation with liquid-tight flexible conduit and shall be installed to provide a liquid-tight connection.
5. All spare conduits to have measured pull tape and caps to plug all spare conduit.

B. Nonmetallic Conduits, Tubing, And Fittings

1. Non-metallic conduit to be rigid PVC electrical conduit extruded to schedule 40 dimensions of Type II. Grade 1 high impact, polyvinyl chloride, sweeps, couplings, reducers and terminating.
2. Provide caps to plug all spare conduit.



- C. Metal Wireways and Auxiliary Gutters
 - 1. Use 16 gage galvanized steel enclosed hinge/screw wiring troughs, surface metal raceway. Furnish with removable covers with keyholes slots to accept captive screws.
- D. Surface Raceways (Renovations Projects Only)
 - 1. Non-metallic Wiremold 5500 Series, Or District Approved Equal

Part 3 – Execution

- A. PVC conduit: Use underground only. Encase in 3" slurry mix envelope except under building. Red slurry is to be used around conduits with medium voltage conductors. Provide red metallic warning tape and tracer wire 12-inches below grade. Electrical duct-banks shall be installed with spacer racks to provide 3-inch separation of conduits.
- B. EMT conduit may be used in lieu of rigid steel conduit where permitted by code, except exposed or in concrete.
- C. Flexible conduit: May be used in lieu of rigid steel conduit where specifically indicated; at connections to vibrating equipment; at drops to light fixtures from J-boxes; at locations judged by Architect impractical to use rigid conduit. Maximum length for any application shall be 6 feet.



26 09 23 Lighting Control Devices

Part 1 – General

A. Related Sections

1. 23 09 00: Instrumentation and Control for HVAC
2. 26 05 00: Common Work Results for Electrical
3. 26 05 19: Low-Voltage Electrical Power Conductors and Cables
4. 26 05 53: Identification of Electrical Systems
5. 26 09 43: Network Lighting Controls
6. 26 50 00: Lighting
7. Section 27 – Low Voltage Systems

B. Warranty

Note to Design Professional: Require manufacturer's warranty.

C. Commissioning

Note to Design Professional: Coordinate and specify commissioning requirements that applies to the specific project.

Part 2 – Products

A. Indoor Occupancy Sensors

1. Manufacturers:

- a. Novitas, Inc.
<http://www.cooperindustries.com/content/public/en/lighting/controls.html>
- b. Sensor Switch, Inc. <http://sensorswitch.com/#>
- c. The Watt Stopper <http://www.wattstopper.com/>
- d. Or District Approved Equal

Note to Design Professional: Confirm that lighting controls are compatible with BACnet-based Energy Management System for exterior lighting.

2. Wall or ceiling-mounting, solid-state units with a separate relay unit

- a. Operation: Turn lights on when covered area is occupied and off when unoccupied; with a time delay for turning lights off, adjustable over a minimum range of 1 to 15 minutes.



- b. **Sensor Output:** Contacts rated to operate the connected relay, complying with UL 773A. Sensor shall be powered from the relay unit.
 - c. **Relay Unit:** Dry contacts rated for 20-A ballast load at 120- and 277-V ac, for 13-A tungsten at 120-V ac, and for 1 hp at 120-V ac. Power supply to sensor shall be 24-V dc, 150-mA, Class 2 power source as defined by NFPA 70.
 - d. **Mounting:**
 - i) **Sensor:** Suitable for mounting in any position on a standard outlet box.
 - ii) **Relay:** Externally mounted through a 1/2-inch knockout in a standard electrical enclosure.
 - iii) **Time-Delay and Sensitivity Adjustments:** Recessed and concealed behind hinged door.
 - e. **Indicator:** LED, to show when motion is being detected during testing and normal operation of the sensor.
 - f. **Bypass Switch:** Override the on function in case of sensor failure.
 - g. **Automatic Light-Level Sensor:** Adjustable from 2 to 200 fc keep lighting off when selected lighting level is present.
3. **Dual-Technology Type:** Ceiling mounting; detect occupancy by using a combination of PIR and ultrasonic detection methods in area of coverage. Particular technology or combination of technologies that controls on-off functions shall be selectable in the field by operating controls on unit.
- a. **Sensitivity Adjustment:** Separate for each sensing technology.
 - b. **Detector Sensitivity:** Detect occurrences of 6-inch- minimum movement of any portion of a human body that presents a target of not less than 36 sq. in. (232 sq. cm), and detect a person of average size and weight moving not less than 12 inches (305 mm) in either a horizontal or a vertical manner at an approximate speed of 12 inches/s (305 mm/s).
 - c. **Detection Coverage (Standard Room):** Detect occupancy anywhere within a circular area of 1000 square feet (93 sq. m) when mounted on a 96-inch- (2440-mm-) high ceiling.

B. Emergency Shunt Relay

- 1. **Manufacturer:**
 - a. **Lighting Control and Design, Inc.**
<http://www.lightingcontrols.com/index.asp>
 - b. **Or District Approved Equal**



2. Description: Normally closed, electrically held relay, arranged for wiring in parallel with manual or automatic switching contacts; complying with UL 924.
 - a. Coil Rating: 277V.
- C. Conductors and Cables
 1. Power Wiring to Supply Side of Remote-Control Power Sources: Not smaller than No. 12 AWG. Comply with requirements in Section 26 05 19 Low-Voltage Electrical Power Conductors and Cables.
 2. Class 1 Control Cable: Multi-conductor cable with stranded-copper conductors not smaller than No. 18 AWG. Comply with requirements in Section 26 05 19 Low-Voltage Electrical Power Conductors and Cables.
 3. Classes 2 and 3 Control Cable: Multi-conductor cable with stranded-copper conductors not smaller than No. 18 AWG. Comply with requirements in Section 26 05 19 Low-Voltage Electrical Power Conductors and Cables.

Part 3 – Execution

- A. Identification
 1. Identify components and power and control wiring according to Section 26 05 53 Identification for Electrical Systems.
 2. Identify controlled circuits in lighting contactors.
 3. Identify circuits or luminaries controlled by photoelectric and occupancy sensors at each sensor.
 4. Label time switches and contactors with a unique designation.



27 51 23 Intercom/Paging/Master Clock/Bell System

Part 1 - General

- A. Scope:
 - 1. Furnish and install all equipment, cabling and labor required for a complete, operable, computer based administrative communication and control system.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty of one (1) year from the date of final acceptance.
- C. Codes and Standards:
 - 1. Reference the latest editions of CBC, CMC and CEC.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use.
- E. Commissioning:
 - 1. Require complete system testing/informal commissioning and a ample amount of site staff training sessions in addition to post occupancy reviews and final testing prior to expiration of warranty.

Part 2 - Products

- A. Specify a "Teradon Raptor V ECS" computer based intercom system by ThreeSixty/Teradon. No "or equals" or "substitutions" allowed.
- B. Specify clock, speakers and associated hardware that integrate with the ThreeSixty/Teradon system.
- C. Wiring: Size, quantity and type of conductors shall be in accordance with manufacturers' requirements for cabling.

Part 3 - Execution

- A. Install per manufacturers specifications.
- B. Require complete installation including head-end cabinet, all associated devices including conduit and wires. Make all necessary connections to other systems including phone system.



28 46 00 Fire Alarm System

Part 1 - General

- A. Scope:
 - 1. Furnish and install a fully automatic fire detection and alarm system with voice evacuation for all construction projects.
- B. Codes and Standards:
 - 1. Reference the latest editions of CBC, CMC and CEC.
- C. Submittals:
 - 1. Include requirements for submission of all material proposed for use.
- D. Commissioning:
 - 1. Require complete system testing/commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.
- E. Warranty:
 - 1. Require unconditional 2-year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.

Part 2 - Products

- A. Furnish complete systems including all detectors, horns, visual signaling devices, raceways, and terminal cabinets.
- B. Specify Silent Knight with Wheelock devices, District Standard, no "or equals" or "substitutions" allowed.
- C. Require wet rated cables at all exterior locations.

Part 3 - Execution

- A. Installation: Require complete installation including control panel and all associated devices including conduit and wires. Make all necessary connections, including to other systems as required.
- B. Test in the presence of Project Inspector and local fire jurisdiction prior to occupancy.
- C. No underground splicing of cables will be allowed.



28 31 00 Intrusion Alarm System

Part 1 - General

- A. Scope:
 - 1. Furnish and install a complete alarm system for new construction projects and consult scope statement for inclusion on renovation projects.
 - 2. System shall utilize motion detection only (no door or window contacts) and be tied to remote monitoring station.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
- C. Codes and Standards:
 - 1. Reference the latest editions of CBC, CMC and CEC.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use.
- E. Commissioning:
 - 1. Require complete system testing/commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.

Part 2 - Products

- A. Furnish complete systems including control panel, multiple keypads, passive infrared motion sensors in all rooms, alarm bells, connection to direct phone line for remote monitoring, raceways, and conductors.
- B. Specify Honeywell/Ademco, Vista – 50P with V-plex addressable detectors, no "or equals" or "substitutions" allowed.
- C. Require wet rated cables at all exterior locations.

Part 3 - Execution

- A. Installation: Require complete installation including control panel and all associated devices including conduit and wires.
- B. Make all necessary connections and test prior to occupancy.
- C. No underground splicing of cables will be allowed.



27 10 00 Data Communications System

Part 1 - General

A. Scope:

1. Furnish and install Data Communications System including all wiring and connections and other materials as shown on Plans and specified herein.
2. The installation shall include cable (fiber optic and twisted-pair copper), fiber optics raceway, fiber interconnect equipment, connectors (fiber and copper), jumpers (fiber optic and twisted-pair copper), wiring blocks, data and phone communications outlets, racks, enclosures, and passive distribution equipment. Additionally, Contractor shall provide labor and any incidental material required for installation.
3. Fiber strands shall be terminated with connectors and landed on the fiber interconnect equipment.
4. All copper conductors shall be terminated on Patch Panels (IDF end) and data communications outlets (work station).
5. Upon completion of installation, Contractor shall test all fiber and copper pathways and record the test results.
6. Horizontal Pathway: Conform to TIA/EIA 568-B, using raceway, backboards, and cabinets as indicated.

B. Ground System: Conform to TIA/EIA 607. Installer must adhere to the TIA 942 Datacenter Standards.

C. Data Backbone Wiring: Complete from the Main Distribution Frame (MDF) to each Intermediate Distribution Frame (IDF), using optical fiber backbone cables.

D. Data Horizontal Wiring: Complete from horizontal connections to each outlet using unshielded twisted pair and optical fiber backbone cables.

E. Warranty:

1. Contractor must fully warrant proper operation of installed system and components for a minimum of 25 years after system turnover to Owner. The Contractor shall provide a "performance" level warranty.

F. Submittals:

1. Include requirements for submission of all material proposed for use.
2. Shop Drawings
3. Company Certification
4. Foreman and Installer Certification
5. Test Reports



- G. Quality Assurance:
1. Manufacturer: Company specializing in manufacturing products specified in this section with minimum five years' experience.
 2. Installer: Company specializing in installing products specified in this section with a minimum five years verifiable experience.

Part 2 - Products

- A. Racks and Ladders:
1. Racks:
 - a. Products must be approved by CUSD IT staff.
 - b. Rack should be double-side drilled, floor supported, bolt-able to floor with an opening at center of the base for cable entry.
 - c. Dimensions: 19" relay racks 84" tall, Universal E.I.A. (0.25" Flange / 0.17" Web) channels, with EIA standard hole spacing.
 - d. Construction: 6061-T6 aluminum, Seismic zone 4; Finish: Black.
 - e. Each rack must have a 2-hole grounding lug.
 - f. Each rack must have two (2) 6' long 115V 20A multiple-outlet power strips each with eleven three-prong outlets and no switch. These power strips with standoff legs, shall be mounted vertically at the rear of the rack, with the bottoms of the power strips about 6" off the floor. The power strips must be UL-listed. All power strips shall be furnished with a 15' three prong plug/cord, NEMA 5-15.
 - g. Wall mount Cabinets must be approved by CUSD IT staff.
 2. Ladders:
 - a. Dimensions: 12" wide, with side bars 1" to 2" high.
 - b. Provide all hardware, grounding lugs, grounding straps, fasteners, and ladder mounting brackets.
- B. Cable Management:
1. Vertical Cable Management System
 - a. Product Description: 7' Vertical Wire Manager, side mount with Dual hinged doors. Vertical Wire Managers shall have door on both front and back of manager.
 - b. Location: Both sides of Floor Mount Equipment Racks and in-between racks.
 2. Distribution Rings/Jumper Troughs
 - a. Location: on all backboards as required for routing of voice



cables in a neat fashion.

C. Optical Fiber Enclosures and Coupler Panels:

1. **Product Description:** 1RU or 4RU based on individual MDF and IDF needs. Fiber optic rack mounts enclosure (LIU), loaded with all necessary adapter panels for multi-mode terminations respectively.
2. **Capacity:** 3 or 6 adapter panels.
3. **For existing sites or buildings use SC type connectors.**
4. **For all new construction use LC type connectors.**

D. Copper Backbone Cable:

1. **Products must be approved by CUSD IT staff.**
2. **Product Description:** TIA/EIA 568B, PE 39 OSP CABLE, 24 AWG annealed copper conductors twisted into pairs of varying lengths and colors coded to telephone industry standards.

E. Optical Fiber Backbone Cable, Horizontal Cable:

1. **Products must be approved by CUSD IT staff.**
2. **Product Description:** TIA/EIA 568B, 50/125 Multi-Mode OM4 or 8.3 Single-Mode physical diameter as specified. Cable shall be specified for the environment it is being installed in.
 - a. **Minimum back bone fiber counts shall be 12 strands multi-mode OM4 and 6 strands single-mode.**

F. All wiring and devices must be from a single manufacturer, or from a group of manufacturers that have teamed together to provide a system solution guaranteed to meet the performance specification.

G. Telecommunications Grounding Busbar:

1. **Must adhere to TIA/EIA 607 and the 942 Datacenter Grounding Standards**
2. **Product Description:** U.L. listed, predrilled, electrotin plated copper busbar with holes for standard sized lugs mounted on 2 inch insulators and all associated hardware.

H. Patch Panel:

1. **Product Description:** TIA/EIA 568B, UL 1863 compliant, Modular patch panels in 24 and 48 port configurations as required to provide ability to mix and match data jack types within same panel. Provide enough patch panel ports for an additional 20% for growth. If less than 6 ports are available for future growth, provide additional 24 port panel. All spare ports shall be labeled as SPARE.

I. Inner-Duct:

1. **Manufacturers:** Carlon, Pyramid, or approved equal
2. **Product Description:** 1.25" inside diameter crush-resistant orange



inner-duct, plenum rated with pull rope or pull tape.

J. Data Horizontal Cable:

1. Product Description: TIA/EIA 568B category 6, balanced twisted pair cable CMP and CMR, with 4 pairs, 24 AWG copper conductors. All horizontal cables shall be from one manufacturer, and preferably from the same lot.
2. Color: Blue

K. Data Horizontal Cable for Wireless Access Points (WAPS):

1. Product Description: TIA/EIA 568B category 6A, balanced twisted pair cable CMP and CMR, with 4 pairs, 23 AWG copper conductors. All horizontal cables shall be from one manufacturer, and preferably from the same lot.
2. Color: Gray

L. Communications Outlets:

1. Product Description: Conform to TIA/EIA 568B requirements for cable connectors for specific cable types, and conform to UL 1863 standard.
 - a. Wall plate with capacity for up to 6 jacks as required for application. Provide modular furniture kit for furniture installations, (confirm color and jack counts with owner prior to ordering and installation).
 - b. Standard Data insert jacks, quantity as indicated, 8 pin modular jacks, TIA/EIA 568B category 6, with wire range of 22 to 24 AWG. Pin sequence shall be TIA/EIA-568-B. Color code shall be confirmed with owner prior to ordering and installation. Jacks are to be labeled per District's requirements.
 - c. WAP Data insert jacks, quantity two per WAP location, 8 pin modular jacks, TIA/EIA 568B category 6A, with wire range of 22 to 24 AWG. Pin sequence shall be TIA/EIA-568-B. Color code shall be confirmed with owner prior to ordering and installation. Jacks are to be labeled per District's requirements.

M. Patch Cords:

1. Copper Patch Cables shall be of sufficient length to provide a neatly routed connection from the patch Panel to network switch; nominally ranging in 1 to 7 feet in length.
2. Copper Patch cables shall match the category of the cable they are connecting to and be from the same manufacturer as the category cable.
3. Provide one patch cable at the patch panel end and one patch cable at the workstation end for each cable installed. Verify lengths and color with Owner prior to procurement or installation.



4. Fiber Optic Patch cords shall be either 50/125 micron Multi Mode OM4 or 9/125 micron Single Mode patch cords depending on the installed cable plant they are connecting.
5. Furnish two (2) fiber optic patch cords in lengths (1, 2, 3 or 4 meter) adequate to connect LIU fiber optic ports to network hardware routed through wire management appliances on data rack.

N. Cable Supports:

1. Product Description: Metal tray for supporting Category 6 and 6A Horizontal Cabling for Main cable pathways. Wide Base J hooks or Cable Slings mounted to ceiling wires for smaller cable pathways. Clips shall comply with UL, CUL, CEC and TIA/EIA requirements for structured cabling systems. See drawing details.

O. Labels:

1. Product Description: wrap-around smoke rated labels, neatly hand written or printed by a mechanical means to be installed on all cables.
2. All faceplates, patch panels, fiber enclosure, racks and cabinets shall be labeled with machine printed labels. Provide labeling scheme to Owner for review and approval prior to procurement and installation.

P. Uninterruptible Power Supplies:

1. UPS(s) (APC, or equal) need to provide surge protection, line conditioning and battery backup for a minimum of twenty-four (24) . This requirement applies to all hardware that supports voice/data traffic.
2. UPS(s) (APC, or equal) should be rack-mountable to prevent unnecessary use of MDF/IDF floor space.
3. As a minimum, the following devices need to be on UPS (APC, or equal) backup:
 - a. All IP Telephony Servers, if applicable.
 - b. All Routers
 - c. All Switches
 - d. A power calculation needs to be performed to determine the correct UPS sizing.
4. The following UPS(s) (APC, or equal) or next generation devices should be included:
 - a. APC SU2200RM
 - b. APC SU1400RM



Part 3 - Execution

A. Existing Work:

1. Ensure access to existing telecommunications equipment, cabling, and terminations and other installations which remain active and which require access.

B. Performance:

1. All installation work shall be done by qualified craftspeople in a neat, high quality manner and shall conform to the most stringent of applicable local, state, federal building codes, and referenced standards.
2. Contractor must provide a project manager who has demonstrated the ability to supervise a project of this magnitude.
3. Contractor shall perform a daily cleanup following all installations and terminations. Contractor shall remove from work site all waste material and dispose of properly.
4. Ceiling tiles broken or defaced by the Contractor during the installation and testing process shall be replaced at the expense of the Contractor.

C. Installation:

1. Specify complete installation, testing and documentation
2. Test fiber optic cables (including but not limited to bi-directional for signal attenuation)
3. Data Cat 6 and 6A
4. The network backbone shall be capable of supporting 10Gigabit and above speeds.

D. Testing:

1. Contractor will use tester and software to provide test results deliverable on an approved electronic format as well as in a written format. Information will include the following:
 - a. Wire Map
 - b. Length
 - c. Return Loss
 - d. Power Sum Near-End Cross Talk (PSNEXT) Loss
 - e. Equal-Level Far-End Cross Talk (ELFEXT)
 - f. Power Sum Equal-Level Far-End Cross Talk (PSELFEXT)
 - g. Signal attenuation
 - h. Insertion loss
 - i. NEXT (near-end cross talk)



- j. Attenuation to Cross-Talk Ratio (ACR).
 - k. Propagation Delay
 - l. Delay Skew
2. Any cables failing to meet above indicated standards must be removed and replaced, at no cost to the Owner, with cables that prove, in testing, to meet the standards. The installation will not be accepted until testing has reported that all pairs in all cables meet the appropriate standards.



27 51 26 Assistive Listening System

Part 1 - General

- A. Scope:
 - 1. Include in all assembly locations for both new and renovation projects.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
- C. Codes and Standards:
 - 1. Reference the latest editions of CBC, CMC and CEC.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use.
- E. Commissioning:
 - 1. Require complete system testing/commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.

Part 2 - Products

- A. Furnish complete, assistive listening system complete with transmitter, receivers and control equipment.
- B. Specify a wireless, FM system as manufactured by Williams or approved equal.

Part 3 - Execution

- A. Installation: Require complete installation including control panel, all associated devices including conduit and wires. Make all necessary connections and test system prior to occupancy.



28 20 00 Digital Video Security System

Part 1 - General

- A. Scope:
 - 1. Provide a complete IP based Digital Video Security System including all network video recorders, network cameras and associated hardware.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer's standard warranty.
- C. Codes and Standards:
 - 1. Reference the latest editions of CBC, CMC and CEC.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use.
- E. Commissioning:
 - 1. Require complete system testing / commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.

Part 2 - Products

- A. Furnish a complete system with network video recorders, IP cameras, raceway, cable and associated hardware.
- B. Specify Bosch Network Video Recorder (NVR) with Bosch IP cameras. No "or equals" or "substitutions" allowed.

Part 3 - Execution

- A. Installation: Require complete installation including Network Video Recorders, IP cameras, and all associated devices including raceway and cabling.
- B. Make all necessary connections to LAN and test system prior to occupancy. Coordinate all network requirements and connection needs with the District IT department prior to any procurement or installation.
- C. System requires a minimum of 21 days of back up storage of all video images that are recorded.



32 84 00 Irrigation Systems

Part 1 – General

- A. Related Sections
 - 1. 32 90 00: Planting
 - 2. 32 92 00: Turfs and Grasses
- B. Submittals
 - 1. Product Data
 - 2. Shop Drawings: provide shop drawings with wiring diagrams for all irrigation systems including backflow devices, controller, valves and pumps
- C. Closeout Submittals
 - 1. Record Drawings: Dimensioned drawings showing system piping, valve locations, watering schedule, irrigation controller schedule and locations of quick couplers and shut off valves.
 - 2. Operations and Maintenance Manuals: Provide all information for operation and maintenance requirements.
- D. Extra Stock
 - 1. Provide 6 additional sprinkler heads for each type used on project.
 - 2. Provide 6 additional quick-coupler adaptors.
- E. Warranty
 - 1. Require unconditional 2-year installation warranty commencing on recordation date of the Notice of Completion in addition to the manufacturer warranty.
 - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
 - 3. Require manufacturer's standard warranties.
- F. Commissioning
 - 1. Include commissioning requirement that provides complete equipment testing/commissioning and ample site staff training sessions including post occupancy reviews and final testing prior to expiration of warranty.
 - 2. Requirements to include instructions to the District's maintenance and operations staff in the operation, adjustment, and maintenance of equipment. Require contractor to video record training session.



Part 2 – Products

A. Controller:

1. Manufacturer: "Rainbird ESP #LXME" series 24-station digital controllers with remote control. No "or equals" or substitutions allowed.
2. System to be tied into District's existing central control system.

B. Backflow Preventers:

1. Specify Ames Series 20 Dual Check Backflow Preventer or approved equal.

C. Valves:

1. Specify Rainbird valves or approved equal.
2. Automatic control valves: Rainbird Brass
3. Quick Coupler Valve: Rainbird 44 NP

D. Irrigation Wire: Paige - P7079D, or District approved equal

E. Master Valve: Rainbird, or District approved equal

F. DC Solenoid: Rainbird Model TBOSPSOL, or District approved equal

G. Solenoid Adapters: Rainbird Model TBOSADAPB, or District approved equal

H. Gate Valve: NIBCO cast iron with square head operating nut, non-rising stem and bolted bonnet, or District approved equal

I. Remote Control Valve: Rainbird or District approved equal

J. Ball Valves: NIBCO Model T-580, or District approved equal

K. Turf Fields: Pop-up Gear Driven Rotor: Rainbird Falcon #6504, with 1" inlet or District approved equal

L. Lawn: 6-inch Pop-up Spray Heads: Rainbird Model 5000

M. Landscape: 6-inch Pop-up Spray Heads: Rainbird Model 1806, or District approved equal

N. Valve Boxes:

- a. Quick Couplers: NDS Model 312 BCB (round)
- b. Valves: 314 BCB (rectangular), or District approved equal

O. Valve ID Tags: Christy, or District approved equal

P. Irrigation Piping:

1. All piping to be PVC Schedule 40
2. PVC fittings: Spears Or District Approved Equal
3. PVC Mainline Solvent: Christy
4. PVC Lateral Line Solvent: Christy
5. PVC Primer – Christy



- Q. Drip Irrigation:**
1. Low Flow Valve: Rainbird Model LFV, or approved equal
 2. Pressure Regulating Filter: Rainbird Model PRF-RBY, or approved equal
 3. Tubing: Rainbird, emitters at 18" o.c., or approved equal
 4. Drip System: Rainbird Model XBD-80, or approved equal
 5. Deep Root System: Rainbird, or approved equal

Part 3 – Execution

- A. Irrigating piping must be pressure tested in the presence of the Project Inspector prior to any backfilling.
- B. No underground control wiring splices are permitted.
- C. Irrigation lines and control wiring must be sleeved in schedule 40 PVC under all hardscape. Provide additional spare sleeve at each location.
- D. PVC joints to be fully primed prior to applying solvent.
- E. Do not locate any valves or main lines in athletic fields or pavement.
- F. Compaction testing required.
- G. Testing of the irrigation system, including hydrostatic, coverage, and operational tests shall be, inspected by the Project Inspector with the District Project Manager approval prior to planting operations.



32 90 00 Planting

Part 1 – General

- A. Related Sections
 - 1. 32 84 00: Irrigation Systems
 - 2. 32 92 00: Turfs and Grasses
- B. Quality Assurance
 - 1. Installer's Personnel Certifications: Certified Landscape Technician, CLT-Exterior.
- C. Submittals
 - 1. Soil analysis of existing soil to be amended and confirmation that the specified soil amendments are appropriate to provide optimum plant health.
 - 2. Material Safety Data Sheets (MSDS) for proposed pesticides
 - 3. Plants listings including source and size and noting any variances from bid documents with reason for proposed change.
- D. Mandatory Meetings: Require the following meetings with designated District representatives, contractor(s) and design professionals:
 - 1. Pre-planting meeting to accept irrigation system and soil conditions.
 - 2. Post-planting meeting to accept landscaping installation prior to start of maintenance period.
- E. Maintenance Service:
 - 1. All landscape areas are to be planted at least 30-days prior to occupancy and provide 90-day maintenance period from date of planting acceptance.

Part 2 – Products

- A. Plants, General: Nursery-grown and complying with ANSI Z60.1.

Note to Design Professional: Include specific soil amendments based on agricultural suitability test of existing on-site soils.

- B. Planting Soils: Amended with inorganic and organic soil amendments and fertilizers in specified quantities corresponding to analysis of existing soils soil analysis.
- C. Mulches: Shredded cedar bark mulch, four-inch minimum thick layers over weed barrier.



- D. Weed-Control Barriers: Composite fabric Mirafi 140N or District approved equal.
- E. Pesticides: Registered and approved by EPA post-emergent herbicide.
- F. Tree Grates and Frames: ADA accessible cast iron grates with cast iron frames.
- G. Root barriers: Shall be model #UB 24-2 "Universal Barrier" as produced by Deep Root Partners L.P.: or approved equal.
- H. Jute Netting: Poly Jute Netting (model 814312) and Anchor Stakes (model 00042579500581 – DeWitt Co or approved equal..
- J. Tree Stakes: (2) 2" dia. 10' treated lodgepole pine, (2) sets of reinforced rubber tire tree straps 24" length.

Part 3 – Execution

- A. Ground Cover and Plant Planting: Space ground cover and plants other than trees, shrubs, and vines twelve inches maximum per plan, apart in even rows with triangular spacing.
- B. Planting required 30 days minimum, prior to occupancy.
- C. Turf areas required 90 days minimum, prior to occupancy
- D. Obtain approval of irrigation system prior to proceeding with planting.



32 92 00 Turf and Lawn

Part 1 – General

- A. Quality Assurance
 - 1. Installer's Personnel Certifications: Certified Landscape Technician, CLT-Exterior
- B. Submittals
 - 1. Soil analysis of existing soil to be amended and confirmation that the specified soil amendments are appropriate to provide optimum plant health.
 - 2. Material Safety Data Sheets (MSDS) for proposed pesticides
 - 3. Sod listings including source and noting any variances from bid documents with reason for proposed change.
 - 4. Provide certification that sod is free from sledge, waste water material, etc.
- C. Maintenance Service:
 - 1. All turf areas are to be planted at least 90-days prior to occupancy and provide 90-day maintenance period from date of planting acceptance.

Part 2 – Products

- A. Turf and Lawn: Available through Delta Bluegrass Company, 111 N Zuckerman Rd, Stockton, CA 95206 (209) 469-7979

Note to Design Professional:
Edit the blow for specific project requirements

- 1. Lawns: 90/10 Tall Fescue
- 2. Elementary and Middle School Athletic fields Turf: Blue Rye 50/50 Blend
- 3. High School Athletic Fields – (Turf:) Tifway II Hybrid Bermuda

Note to Design Professional: Include specific soil amendments based on agricultural suitability test of existing on site soils.

- B. Planting Soils: ASTM D 5268 topsoil or existing, native surface topsoil amended with inorganic and organic soil amendments and fertilizers in specified quantities corresponding to analysis of existing soils soil analysis.
- D. Pesticides complying with EPA safety standards for school age children.



Part 3 – Execution

- A. Prior to planting, provide weed abatement process as follows:
 - 1. Obtain Landscape Architect's approval of irrigation system.
 - 2. Irrigate to germinate weeds for 30 days.
 - 3. Spray weeds with approved herbicide.
 - 4. Remove weeds.
 - 5. Repeat cycle for 30-days.
 - 6. Obtain Landscape Architect's approval of weed abatement prior to planting sod.
- B. Planting Soil Depth for Newly Graded Subgrades: 8 inches.
- C. Surface Soil Enrichment Depth for Unchanged Subgrades: 6 inches.
- D. Obtain approval of irrigation system prior to proceeding with planting.



22 05 53 Identification For Plumbing Piping And Equipment

Part 1 – General

A. Warranty

1. Require unconditional two (2) year installation warranty commencing on date of "Substantial Completion".
2. Require a site review with the District Project Manager prior to expiration of warranty as a condition to end installation warranty period.

Note to Design Professional: Include specific manufacturer warranties in addition to the standard 2-year warranty.

B. Submittals

1. Product data
2. Shop Drawing: Indicate locations and text for proposed labels and proposed diagrams posted at Kitchens, mechanical equipment rooms, and other areas where there are complex plumbing systems.
3. Installation requirements
4. Maintenance and operation requirements

Part 2 – Products

A. Materials

1. Equipment Labels: Engraved metal.
2. Warning Signs and Labels: 1/8 inch thick stainless steel fasteners.
3. Pipe Labels: Attach with stainless steel straps.
4. Stencils: Fiberboard or metal.
5. Valve Tags: Brass, 0.032-inch minimum thickness.
6. Warning Tags: Approximately 4 by 7 inches; brass grommet and wire fasteners.

Part 3 – Execution

- A. Equipment Label Installation: Install or permanently fasten labels on each valve and piece of mechanical equipment. Locate equipment labels where accessible and visible.
- B. Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior exposed locations as follows:
 1. Near each valve and control device.



2. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
 3. Near penetrations through walls, floors, ceilings, and inaccessible enclosures.
 4. At access doors, manholes, and similar access points that permit view of concealed piping.
 5. Near major equipment items and other points of origination and termination.
 6. Spaced at maximum intervals of 50 feet along each run. Reduce intervals to 25 feet in areas of congested piping and equipment.
- C. Kitchens, mechanical equipment rooms, and other areas where there are complex systems, the Contractor is to provide an annotated diagram of plumbing layout including valves. The diagram is to be laminated and wall mounted.



22 41 00 Plumbing Fixtures

Part 1 – General

A. Section Includes

1. Water Closets.
2. Water Closet Flushometer Valves.
3. Toilet Seats.
4. Urinals.
5. Sinks
6. Sink Faucets.
7. Lavatories.
8. Lavatory Faucets.
9. Shower Faucets.
10. Drinking Fountains
11. Pressure Water Coolers.
12. Disposers.

B. Submittals

1. Product Data: Provide for each type of fixture indicated. Include certification that water piping meets the lead-free requirements of California HSC section 116875 and to comply with NSF 61.

C. Warranty

1. Require unconditional two (2) year installation warranty commencing on date of "Substantial Completion".
2. Require a site review with the District Project Manager prior to expiration of warranty as a condition to end installation warranty period.

Note to Design Professional: Include specific manufacturer warranties in addition to the standard 2-year warranty.

D. Commissioning

Note to Design Professional: Coordinate project specific commissioning requirements with District's commissioning consultant.

1. Provide training of the District's Maintenance and Operations staff for operating and maintaining the systems prior to occupancy.



2. The District will not accept the project as complete until the commissioning is completed. This includes training of the District's Maintenance and Operations staff for operating and maintaining the systems prior to occupancy.
3. Provide review of equipment performance and submission of findings on a report to the District prior to expiration of two year warranty. Conduct a review on site and re-training for maintenance department prior to the end of the warranty period.

Part 2 – Products

Note to Design Professional: Include the following items for toilet rooms that are within the building compound. For remote toilet rooms (such as field toilet rooms) that are subjected to vandalism, specify all vandal resistant manually operated stainless steel fixtures.

A. Wall-Mounted Water Closets

1. Water Closets: Wall mounted, top spud, elongated, accessible, vitreous china. ADA compliant and standard applications.
 - a. Acceptable Manufacturers/Products:
 - i) Basis of design: Kohler
<http://www.kohler.com/corporate/index.html>
 - a) Model K-4325 Kingston
 - ii) American Standard <http://www.americanstandard-us.com/>
 - iii) Or District Approved Equal
 - b. Material: Vitreous china.
 - c. Type: Siphon jet.
 - d. Style: Flushometer valve.
 - e. Water Consumption: High Efficiency Type (HET), 1.28 gal. per flush.
 - f. Support: Waste-fitting assembly.

B. Water Closet Flushometer Valves

1. Sensor, Diaphragm Flushometer Valves, Hard-Wired, No Batteries
 - a. Acceptable Manufacturers/Products
 - i) Basis of design: American Standard
<http://www.americanstandard.com/>
 - a) Model Royal Optima Smooth 186-0.125HWS
(Renovation Projects – Surface mount)



- b) Model Royal Optima 186-0.125EES (New Construction Projects – Flush mount Sensor)
 - ii) Or District Approved Equal
 - b. Style: Exposed.
 - c. Consumption: 1.28 gal. per flush.
- C. Toilet Seats
 - 1. Acceptable Manufacturers/Products
 - a. Basis of design: Olsonite <http://www.olsonite.com/>
 - i) Model 95SSCT
 - b. Church Seats <http://www.churchseats.com/>
 - i) Model 255SCC, with 300 series self-sustaining concealed check hinge
 - c. Bemis Seats <http://www.bemisseats.com/>
 - i) Model 3155 SS CT
 - d. Or District Approved Equal
 - 2. Type: Commercial (Heavy duty).
 - 3. Shape: Elongated rim, open front.
 - 4. Hinge: Self-sustaining, check.
 - 5. Seat Cover: Not required.
- D. Wall-Hung Urinals
 - 1. Waterless Urinals: Wall hung, vitreous china, back outlet, ADA compliant, IAPMO and CSA Certified.
 - a. Acceptable Manufacturers/Product
 - i) Sloan – WES-4000-STG with “Sloan Tec Glaze”
 - ii) No “or equals” or substitutions allowed.
- E. Sinks and Lavatories
 - 1. Classroom Sinks: Single bowl, under-counter mounted, enameled, cast iron. ADA compliant.
 - a. Acceptable Manufacturers
 - i) Just Sinks – Model CRA-ADA 1725 A GR
 - ii) 18-gauge stainless drop in sink- 2-hole
 - iii) www.justmfg.com/PDF/CRAADA1725A.pdf
 - iv) Or District Approved Equal
 - b. Drain; DCC JADA-35-FS
 - c. Faucet: Classroom.



2. Toilet Room Lavatories: Wall mounted, heavy duty concealed arm carriers, enameled, cast iron
 - a. Acceptable Manufacturers
 - i) Basis of design: Kohler
<http://www.kohler.com/corporate/index.html>
 - a) Model Hudson K-2805
 - b) https://www.us.kohler.com/webassets/kpna/catalog/pdf/en/K-2805_spec.pdf
 - ii) CECO Sinks <http://cecosinks.com/>
 - iii) Or District Approved Equal
 - b. Rectangular basin with overflow
 - c. Single faucet hole
 - d. 19" (483 mm) x 17" (432 mm)
 - e. K-8998 P-Trap
 - f. Faucet: Student Toilet Room
3. Service Sinks: Enameled, cast iron, floor mounted.
 - a. Acceptable Manufacturers
 - i) Basis of design: Kohler
<http://www.kohler.com/corporate/index.html>
 - a) Model K-6710
 - ii) American Standard <http://www.americanstandard-us.com/>
 - a) Model 7745.811
 - iii) Or District Approved Equal
 - b. Style: With front apron and raised back.
 - c. Nominal Size: 28 by 28 inches.
 - d. Drain: Grid with NPS3 outlet.
 - e. Rim Guard: Coated wire.
 - f. Faucet: Service Sink.
4. Lab (Science Room) Sinks: Epoxy-resin, single bowl, counter mounted.
 - a. Acceptable Manufacturers
 - i) Basis of design: Durcon, Inc., <http://www.durcon.com/>
 - a) "D" Series.
 - ii) Total Laboratory Solutions – Insul-Serv Inc.,
<http://www.duratop-epoxy.com/>



- iii) Or District Approved Equal
 - b. Style: Drop-in.
 - c. Faucet: Lab.
- F. Faucets
 - 1. Acceptable Manufacture
 - a. Chicago Faucets – No “or equals” or substitutions allowed.
<http://www.chicagofaucets.com/>
 - 2. Classroom Faucets:
 - a. Model 350 LHE-35-ABCP
 - b. http://www.chicagofaucets.com/catalog/catalog.php?part_number=350-LHE35ABCP
 - c. Description:
 - i) Single-hole, deck mounted
 - ii) Cold water only, manual type, single-control non-mixing valve.
 - iii) ADA compliant
 - iv) Finish: Polished chrome plate.
 - v) Maximum Flow Rate: 1.5 gpm.
 - vi) Handle: 369-COLD Vandal Proof 2-3/8" Lever Handle, Sixteen-Point Tapered Broach.
 - vii) XTAB Quatern Compression Operating Cartridge
 - viii) 1/2" NPSM Supply Inlet with Coupling Nut for 3/8" or 1/2" Flexible Riser.
 - ix) Spout Outlet: Aerator.
 - 3. Student Toilet Room Faucets
 - a. Model 857-E12-665PSHABCP
 - b. http://www.chicagofaucets.com/catalog/catalog.php?part_number=857-E12-665PSHABCP
 - c. Description:
 - i) Cold water only
 - ii) 4" Fixed Centers
 - iii) 4 1/8" Center to Center Integral Cast Brass Spout
 - iv) E12AB - 2.2 GPM (8.3 L/min) Pressure Compensating Softflo Aerator
 - v) 665-PSH - Vandal Proof 1-3/4" MVP Metering Push Handle



- vi) MVPAB - MVP Metering Cartridge, Adjustable Cycle Time Closure
 - vii) 1/2" NPSM Supply Inlets and Coupling Nut for 3/8" or 1/2" Flexible Riser
 - viii) 4" Center to Center Deck Cover Plate
 - ix) Chrome Plate Finish
4. Service Sink Faucets
- a. Model 540-LD897SCP
 - b. http://www.chicagofaucets.com/catalog/catalog.php?part_number=540-LD897SCP
 - c. Description:
 - i) Manual type, two-lever-handle mixing valve
 - ii) Wall mount with support anchor
 - iii) 8" Body, Adjustable Arms 7-1/4" - 8-3/4"
 - iv) 369-PR - Vandal Proof 2-3/8" Lever Handle, Sixteen-Point Tapered Broach
 - v) XT - Quatern Compression Operating Cartridge
 - vi) GAB - 3/8" Offset Inlet Supply Arm
 - vii) 2 5/16" Diameter Slip Flange
 - viii) Atmospheric Vacuum Breaker
 - ix) Chrome Plate Finish
 - x) Handle(s): Lever.
 - xi) Mounting Type: Back/wall, exposed.
 - xii) Spout Type: Rigid, solid brass with wall brace.
 - xiii) Vacuum Breaker: Required for hose outlet.
 - xiv) Spout Outlet: Hose thread.
5. Lab Sink Faucets – Lab: Manual type, single-control valve. ADA compliant.
- a. Model 928-317XKCP
 - b. http://www.chicagofaucets.com/catalog/catalog.php?part_number=928-317XKCP
 - c. Description:
 - i) E7 - Full Flow Laboratory Serrated Nozzle
 - ii) 317-COLD - Vandal Proof 4" Wristblade Handle, Sixteen-Point Tapered Broach
 - iii) XK - Ceramic 1/4-Turn Operating Cartridge



- iv) 1/2" NPSM Supply Inlets and Coupling Nut for 3/8"
- v) Atmospheric Vacuum Breaker
- vi) Chrome Plate Finish

G. Shower Faucets

1. Shower Faucets – Student: Single-handle, pressure-balance mixing valve with hot- and cold-water indicators, check stops, shower head, and hand-held spray unit. ADA Compliant.
 - a. Acceptable Manufacturers
 - i) Basis of design: Bradley Corporation
<http://www.bradleycorp.com/>
 - a) Model 1C
 - ii) Leonard Valve Company <http://leonardvalve.com/>
 - iii) Powers Controls, a Watts Water Technologies, Inc., Company <http://www.powerscontrols.com/>
 - iv) Or District Approved Equal
 - b. Body Material: Polished chrome plate, solid brass.
 - c. Maximum Flow Rate: 2.0 gpm.
 - d. Mounting: Concealed.
 - e. Operation: 24V push-button electronic metering control with 60 second metering cycle. Provide manufacturer's Class 2 transformer.
 - f. Antiscald Device: Integral with mixing valve.
 - g. Shower Head: Lockable ball joint with arm and flange.
 - h. Shower-Arm, Flow-Control Fitting: 2.0 gpm.
2. Shower Faucets – Staff: Single-handle, pressure-balance mixing valve with hot- and cold-water indicators, check stops, shower head, and hand-held spray unit. ADA compliant.]
 - a. Acceptable Manufacturers
 - i) Basis of design: Bradley Corporation
<http://www.bradleycorp.com/>
 - a) Model HN300
 - ii) Leonard Valve Company <http://leonardvalve.com/>
 - iii) Powers Controls, a Watts Water Technologies, Inc., Company <http://www.powerscontrols.com/>
 - iv) Or District Approved Equal
 - b. Body Material: Polished chrome plate, solid brass.
 - c. Maximum Flow Rate: 2.0 gpm.



- d. Mounting: Concealed.
 - e. Operation: Single-handle, twist or rotate control.
 - f. Antiscald Device: Integral with mixing valve.
 - g. Shower Head: lockable ball joint with arm and flange.
 - h. Hand-held Shower Spray: Quick-disconnect hose with vacuum breaker and mounting bracket. Provide in-wall diverter valve.
 - i. Shower-Arm, Flow-Control Fitting: 2.0 gpm.
- H. Drinking Fountains and Bubblers
- 1. Freestanding High-Low Exterior Drinking Fountains
 - a. Acceptable Manufacturer
 - i) Most Dependable Fountains
<http://www.mostdependable.com/>
 - ii) Model #440-SM in Blue (no optional pet fountain)
 - iii) <http://www.mostdependable.com/products/pedestal-drinking-fountains/440-sm--smss-w-optional-pet-fountain>
 - b. Description:
 - i) Heavy Duty – Vandal Resistant
 - ii) Freeze resistant
 - iii) 11-gauge galvanized steel housing and bubbler guards
 - iv) Green power-coat finish
 - 2. Classroom Sink Bubblers
 - a. Acceptable Manufacturer
 - i) Chicago Model 748-665-ABCP – District Standard, no substitutions.
 - ii) http://www.chicagofaucets.com/catalog/catalog.php?part_number=748-665ABCP
 - b. Description:
 - i) Single Hole
 - ii) .74 GPM (2.8 L/min) Flow Control
 - iii) 369-COLD - Vandal Proof 2-3/8" Lever Handle, Sixteen-Point Tapered Broach
 - iv) 826-AB - Klo-Self Self-closing Cartridge, Cam and Cap Design



- v) 1/2" NPSM Supply Inlet and Coupling Nut for 3/8" or 1/2" Flexible Riser
 - vi) Anti-Rotational Pins for Optional Field Installation
 - vii) Vandal Resistant Recessed Manual Volume Control
 - viii) Anti-microbial flexible mouth guard
 - ix) Chrome Plate Finish
3. Drinking Fountains: High-Low, Stainless steel, wall mounted with integrated water bottle fill station (Water filler based on grade level. Confirm requirements with District Project Manager.)
- a. Acceptable Manufacturer
 - i) Haws <http://www.hawesco.com/>
 - a) Model 1119FR with Model 1920 FR Bottle filler mounted above (exterior applications)
 - b) <https://www.hawesco.com/drinking-fountains/hi-lo-freeze-resistant-drinking-fountain/>
 - c) <https://www.hawesco.com/drinking-fountains/water-bottle-filler/bottle-filling-station-3130/>
 - d) Model 1119 with Model 1920 Bottle filler mounted above (interior applications)
 - e) <https://www.hawesco.com/drinking-fountains/dual-height-drinking-fountain/>
 - f) <https://www.hawesco.com/drinking-fountains/water-bottle-filler/bottle-filling-station/>
 - ii) Or District Approved Equal
 - b. 100% lead-free waterways
 - c. Satin stainless-steel finish
 - d. Steel wall mounting plate
 - e. .75 gpm (2.8 L) Laminar flow
 - f. Support: Heavy Duty lavatory carrier
- I. Interior Water Coolers: High-Low, Stainless steel, wall mounted with integrated water bottle fill station
- a. Acceptable Manufacturer
 - i) Haws <http://www.hawesco.com/>
 - a) Model H1117.8 with Model 1920 Bottle filler mounted above
 - b) <https://www.hawesco.com/barrier-free-hi-lo-electric-water-cooler/>



- ii) Or District Approved Equal
 - b. Cabinet: All stainless steel.
 - c. Bubbler: One, with adjustable stream regulator, located on each deck.
 - d. Control: Push button.
 - e. Drain: Grid.
 - f. Filter.
 - g. Cooling System: Electric, with pre-cooler, hermetically sealed compressor, and adjustable thermostat.
 - h. Capacities and Characteristics:
 - i) Cooled Water: 8 gph.
 - i. Support: Mounting frame or brackets.
- J. Disposers
 - 1. Disposers: Continuous-feed household, food waste.
 - a. Acceptable Manufacturers
 - i) Basis of design: Emerson Electric Company
<http://www.emerson.com/en-US/Pages/default.aspx>
 - a) Model InSink Erator Evolution Essential
 - ii) KitchenAid <http://www.kitchenaid.com/>
 - a) Model Superba
 - iii) Or District Approved Equal
 - b. Standards: ASSE 1008 and UL 430, and listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 - c. General: Include reset button; wall switch; corrosion-resistant chamber with jam-resistant, cutlery- or stainless-steel grinder or shredder; NPS 1-1/2 outlet; quick-mounting, stainless-steel sink flange; antisplash guard; and combination cover/stopper.
 - d. Model: Sound-insulated chamber.
 - e. Motor: 115-V ac, 1725 rpm, 3/4 hp with overload protection.

Part 3 – Execution

Provided waterline capped above all waterless urinals for potential future conversion.



23 05 53 Identification For HVAC Piping And Equipment

Part 1 – General

- A. Quality Assurance
 - 1. Quality Standard for Piping Identification: ASME A13.1.

Part 2 – Products

- A. Equipment Labels: Metal.
- B. Warning Signs and Labels: 1/8 inch thick plastic with fasteners.
- C. Pipe Labels: Pre-tensioned.
- D. Duct Labels: 1/8 inch thick with fasteners or adhesive.
- E. Stencils: Fiberboard or metal.
- F. Valve Tags: Brass, 0.032-inch minimum thickness.
- G. Warning Tags: Approximately 4 by 7 inches; brass grommet and wire fasteners.
- H. No "stick-on" type labels shall be specified or allowed to be installed.

Part 3 – Execution

- A. Equipment Label Installation: Install or permanently fasten labels on each major item of mechanical equipment. Locate equipment labels where accessible and visible. Labels shall indicate room served by item of mechanical equipment.
- B. Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior exposed locations as follows:
 - 1. Near each valve and control device.
 - 2. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
 - 3. Near penetrations through walls, floors, ceilings, and inaccessible enclosures.
 - 4. At access doors, manholes, and similar access points that permit view of concealed piping.
 - 5. Near major equipment items and other points of origination and termination.
 - 6. Spaced at maximum intervals of 50 feet along each run. Reduce intervals to 25 feet in areas of congested piping and equipment.



23 09 00 Energy Management System for HVAC

Part 1 – General

A. Related Sections

1. 23 54 00: Furnaces
2. 23 62 00: Packaged Compressor and Condenser Units
3. 23 74 13: Packaged, Outdoor, HVAC Units

B. Submittals

1. Product Data: For each type of product indicated.
2. Shop Drawings
 - a. All shop drawings shall be prepared in AutoCAD 2000 or newer. In addition, Contractor shall provide drawings in electronic format with x-ref and layer information to other trades as required.
 - b. Shop drawings shall include basic floor plans depicting locations of all equipment and wiring, installed by others, to be controlled by system and locations of thermostats, gateways and other equipment provided under this section. Drawings shall also show location of electrical power, low voltage wiring and data ports, provided by others, required for proper installation of systems of this section.
3. Operation and Maintenance Data.

C. Warranty

1. The EMS contractor shall warrant the system for two years after the recordation date of the Notice of Completion.
2. During the warranty period, the EMS contractor shall be responsible for all necessary revisions to the software as required to provide a complete and workable system consistent with the letter and intent of the Sequence of Operation section of the specification.
3. EMS equipment shall be warranted for a period of 5 years from the recordation date of the Notice of Completion.

D. Commissioning

1. Each EMS component in the system shall be tested for both hardware and software functionality. In addition, each mechanical and electrical system under control of the EMS will be tested against the appropriate sequence of operation specified herein. Successful completion of the system test shall constitute the beginning of the warranty period. A written report will be submitted to the owner indicating that the installed system functions in accordance with the plans and specifications.



2. The EMS Contractor shall provide all manpower and engineering services required to assist the HVAC Contractor and Balancing Contractor in testing, adjusting, and balancing all systems in the building. The EMS Contractor shall have a trained technician available on request during the balancing of the systems. The EMS Contractor shall coordinate all requirements to provide a complete air balance with the Balancing Contractor and shall include all labor and materials in his contract to assist with functional testing of system as it relates to EMS.

Part 2 – Products

- A. Acceptable manufacturers:
 1. Pelican Wireless Systems, no "or equals" or substitutions allowed.
- B. Wireless Gateway (WG)
- C. The Programmable Thermostats provided under this section shall be integrated into the existing campus and districtwide Pelican Wireless System.
 1. The existing WG must provide the following hardware features:
 - a. Single Ethernet Port.
 - b. One micro-USB 5VDC power input.
 - c. 2.4 GHz IEEE std. 802.15.4 built-in communication processor.
 2. The WG provides the communication link between the entire system and a cloud based server. Communication with cloud server shall be secured using AES (Advanced Encryption Standard).
- D. Internet Programmable Thermostat (IPT)
 1. Internet Programmable Thermostat shall be a wireless communicating commercial programmable thermostat that uses IEEE 802.15.4 for networking communication and a wiring terminal block for controlling a single zone HVAC unit.
- E. The IPT shall provide a keypad for setting:
 1. Temperature Set points.
 2. System Mode (Heat, Cool, Auto, Off).
 3. Fan Mode (Auto, On).
 4. Light Button.
- F. The IPT shall include a wiring terminal for controlling a single zone HVAC unit. The wiring terminal must be able to be removed from the IPT for installations where only 3-wires exist or are available between where the IPT will be placed and its connection with the HVAC unit it will be controlling. Over these 3-wires the thermostat must still be able to control the HVAC unit based on these specifications.
- G. The IPT must be configurable using a Web Based App. No thermostat configuration, other than setting the IPT to Conventional, Heat Pump - O, or



Heat Pump -B, shall be done at the thermostat. Web based Configuration Setting options shall include:

1. Naming the thermostat
2. Grouping multiple thermostats.
3. Heat Pump or Conventional system setting.
4. If Heat Pump; reversing valve O or B setting.
5. Cycles Per Hour (1 - 6).
6. Anticipation Degrees (0°F - 0.5°F)
7. Calibration Degrees (2.0°F - -2.0°F)
8. Heat Stages (0 - 2)
9. If Heat Pump; Aux Heat (Disabled and/or Enabled Option)
10. Cool Stages (0 - 2)
11. Fan Stages (1 - 2)
12. Fan Circulation Minutes Per Hour.
13. Temperature Display (Fahrenheit or Celsius)
14. Heat Range Temperature Setting Limitation
15. Cool Range Temperature Setting Limitation
16. Ability to disable and enable Keypad Control through schedule.
17. Heat consumption (kw, btu, ton, or watt)
18. Cool consumption (kw, btu, ton, or watt)
19. Notification Sensitivity (High, Medium, Low)
20. Alarm of exceeding temperature based on a Safe Range
21. Schedule set times (2, 3, 4, or Variable).

H. IPT settings and control through the Web Base App shall be in real-time and include:

1. Space Temperature
2. System Mode (Heat, Cool, Auto, Off).
3. Fan Mode (Auto, On).
4. Current set point.
5. Relay status (Heat/Cool and Fan).
6. Historical Trend Graphs.
7. Scheduling
8. Lock and Unlock Entire Thermostat's Keypad
9. Lock and Unlock the Thermostat's Fan Mode setting Only

I. Wireless Repeater (WR)



1. The Wireless Repeater shall be a wireless communicating repeater that uses IEEE 802.15.4 for networking communication and which is used to extend the wireless mesh network range and/or reliability. Basis of Design product is Pelican Wireless WR400.

J. Web Based Graphical User Interface

1. Web Based App (WBA) shall be able to run on any PC that uses Safari, Chrome, Firefox, or any other web browser that meets these browsers' functionality.
2. The WBA Platform shall be able to run on any Internet Accessible Smartphone and/or Tablet that has a Web Browser compatible with HTML5.
3. The WBA shall allow up to a minimum of 100 simultaneous users/clients to access the Energy Management System.
4. The Web Based client shall support at a minimum, the following functions:
 - a. User log-on identification and password shall be required.
 - b. HTML programming shall not be required to display any graphics or data on the Web page.
 - c. Storage of data shall reside within the cloud server and shall not sit within the client's computer or device. EMS that requires data storage on a client computer or an on-site server is not acceptable.
 - d. Users shall have administrator and user definable access privileges.
 - e. Open API interface with XML data output.
5. Schedules:
 - a. The WBA shall provide user with access to setting Internet Programmable Thermostat (IPT) schedules. Up to 12 schedule periods per day shall be available for each IPT.
 - b. Schedules shall be available as Weekly (7-day), Daily, or
 - c. Weekday/Weekend (5-2).
 - d. The WBA shall provide the user the ability to:
 - i) View Schedules.
 - ii) Add/Modify Schedules.
 - iii) Assign Thermostat to a Group Schedule.
 - iv) Delete Schedules.

6. Trending



- a. The WBA shall provide real-time trend information on:
 - i) Each IPT's space temperature.
 - ii) Each IPT's temperature set points.
 - iii) Each IPT's current call; heat, cool, and/or fan.
 - iv) Each IEE's call for economization
 - b. The WBA shall be able to record and provide at least two years of past trend data for every thermostat in the wireless network. Trend data shall include:
 - i) Space temperature; with resolution of every 1/10th of a degree Fahrenheit.
 - ii) IPT's temperature set points.
 - iii) Indication of whether the thermostat was calling for; heat, cool, and/or fan.
 - c. Trend data shall be viewable on the WBS
- 7. Alarm Notifications
 - a. The WBA shall provide automatic alarming functionally based on real-time monitoring of at least:
 - i) space temperature and temperature change.
 - ii) IPT's temperature set points.
 - iii) IPT's current call; heat, cool, and/or fan.
 - b. The WBA shall be able to provide a user with the ability to:
 - i) View Alarms.
 - ii) Set Alarm Notification sensitivity level to High, Medium, or Low.
 - iii) Delete Alarms.
 - c. Alarms shall be able to be sent via email and/or text message to up to 100 or more clients.
- 8. Consumption Usage
 - a. The WBA shall be able to calculate and graphically display the consumption of running a single zone HVAC unit based on a user defined HVAC unit heat and/or cool consumption rate multiplied by the thermostat heat/cool call time.
 - b. The WBA shall be able to calculate and graphically display the cost of consumption of running a single zone HVAC unit based on taking a user defined HVAC unit heat and/or cool consumption and multiplying that by the client defined cost per kw and/or therm.



- c. The WBA shall be able to display consumption usage for a single thermostat, multiple thermostats at a single time, or all the thermostats in the EMS.
 - d. The WBA shall be able to record and display up to at least two years of consumption usage information.
- K. **Wired Remote Temperature Sensors And Digital Alarm Input**
 - 1. **Input Temperature Sensor (ITS).**
 - a. The ITS shall connect to the Internet Programmable Thermostat over 3-wires.
 - b. 2.ITS shall provide at least one external 10K Type II thermistor temperature sensor input.
 - c. 3.Web Based App shall be able to record and provide at least two years of past temperature data for ITS.
 - d. The trend data shall be viewable on the WBA.
 - e. ITS must be accurate to $\pm 1.0^{\circ}\text{F}$
 - f. ITS must be able to be installed up to 500' away from IPT using standard thermostat wiring.
- L. **Wireless Proximity Sensor (WPS)**
 - 1. The WPS shall connect with the Internet Programmable Thermostat over the 802.15.4 wireless network.
 - 2. WPS shall be powered by 2 AA batteries or equivalent.
 - 3. WPS must be able to be used for either:
 - a. Accepting a motion sensor's 2-wire dry contact output.
 - b. The WPS shall be able to notify an Internet Programmable Thermostat if motion sensor's dry contact is in either the open or closed position.
 - c. Dry contact open positions will indicate that the space is occupied and the IPT must be able to automatically setback its temperature setting by a range of 0°F - 10°F or OFF.
 - d. Dry contact closed position will indicate that the space is unoccupied and set the temperature to a comfort setting when the space is occupied.
 - e. Setback settings and comfort settings must be settable through the Internet Programmable Thermostat's schedule through the Web Based App (cannot be settable at thermostat).
 - f. Web Based App must be able to display when a space is "Unoccupied".



4. Detecting if a Window OR Door is Opened or Closed.
 - a. The WPS must have a built-in magnetic sensor and come with a magnet that can be installed on a door OR window.
 - b. The WPS must be able to notify an Internet Programmable Thermostat if the door is open and the IPT must automatically turn to the OFF position.
 - c. The WPS must be able to notify an Internet Programmable Thermostat if the door is closed and the IPT must automatically return to its last temperature and system settings.
 - d. Web Based App must be able to display when the Door OR Window is Open and must be able to be set to indicate "Door" or "Window".
5. Web Based App shall be able to notify if the WPS batteries are low and record and provide at least two years of past history on occupancy and/or door/window status for each space a WPS is installed in.
6. The trend data shall be viewable on the Web Based App.
7. Internet Programmable Thermostat must be able to connect with at least 8 WPS, each WPS must have a unique serial number and each WPS shall be settable, through the Web Based App, as either a motion sensor input or as a door/window sensor.

Part 3 – Execution

- A. An approved Contractor shall perform installation of the Energy Management System. The Contractor shall certify all work as proper and complete. Under no circumstances shall the design, scheduling, coordination, programming, training, and warranty requirements for the project be delegated to a subcontractor without prior written approval of the owner.
- B. The Contractor shall provide all labor necessary to install, initialize, start-up and debug all system software as described in this section. This includes any operating system software.
- C. Contractor shall work with owner's representative to determine programming parameters including but not limited to hours of operation, set points, system variables, thermostat naming, and site naming. Thermostat & Site naming shall be performed by the contractor. Naming convention (equipment # or name, or space served) shall be provided by or agreed upon with the Owner.
- D. Each system for which an EMS device has been installed shall be tested for proper installation and functional operation. Test shall include on-site control test to verify each wireless device is responding to signals sent from cloud based servers and responding in accordance with manufacture's specifications.



23 54 00 Furnaces

Part 1 – General

- A. Related Sections
 - 1. 23 09 00: Instrumentation and Controls for HVAC
 - 2. 23 41 00: Particulate Air Filtration
- B. Submittals
 - 1. Product Data: For each type of product indicated.
 - 2. Shop Drawings.
 - 3. Operation and Maintenance Data.
- C. Warranty

Note to Design Professional: Require manufacturer's Materials and Workmanship for the following:

- Furnace Heat Exchanger
- Integrated Ignition and Blower Control Circuit Board
- Draft-Inducer Motor
- Refrigeration Compressors
- Evaporator and Condenser Coils

- D. Commissioning

Note to Design Professional: Coordinate and specify commissioning requirements that apply to the specific project.

Part 2 – Products

- A. Gas-Fired Furnaces, Condensing: Factory assembled, piped, wired, and tested; ANSI Z21.47/CSA 2.3.
 - 1. Cabinet: Galvanized steel, with interior insulation.
 - 2. Fan: Centrifugal, direct drive.
 - 3. Fan Motors: Multitapped, multispeed or electronically controlled.
 - 4. Type of Gas: Natural.
 - 5. AFUE: 90 to 95 percent.
 - 6. Gas Valve: Two stage or Modulating.
 - 7. Automatic solid-state controls; diagnostic light with viewport.
 - 8. Accessories: Combination combustion-air intake and vent.
 - 9. Plastic Vent Material: CPVC.



- B. Thermostats and Humidistats**
 - 1. Coordinate with Section 23 09 00.
- C. Air Filters**
 - 1. Coordinate with Section 23 41 00.
- D. Ventilation-Air Heat Exchangers:**
 - 1. Cabinet: Steel.
 - 2. Fixed-plate heat exchanger.
 - 3. Supply and exhaust fans.
 - 4. Disposable filter.
- E. Refrigeration Components**
 - 1. Evaporator Coil: Copper tubes expanded into aluminum fins; size matched with furnace.
 - 2. Refrigerant line kits.
 - 3. Reciprocating or scroll air-cooled, compressor-condenser unit.
 - 4. Refrigerant: R-410A.

Part 3 – Execution

- A. Install gas-fired furnaces and associated fuel and vent features and systems according to NFPA 54, applicable local codes and regulations, and manufacturer's written installation instructions.**



23 62 00 Packaged Compressor and Condenser Units

Part 1 – General

A. Submittals

1. Product Data: For each type of product indicated.
2. Shop Drawings.
3. Coordination Drawings.
4. Operation and Maintenance Data.

B. Quality Assurance

1. Quality Standard: ASHRAE 15, ASHRAE/IESNA 90.1, and California Building/Energy Codes.

C. Warranty

Note to Design Professional: Require manufacturer's warranty on compressors only, condenser coil only, and components other than the compressor.

D. Commissioning

Note to Design Professional: Coordinate and specify commissioning requirements that apply to the specific project.

Part 2 – Products

A. Products

1. Air-Cooled Units, 1 to 5 Tons

- a. Compressor: Scroll, hermetically sealed and isolated, single or two speed.
- b. Refrigerant: R-407C or R-410A.
- c. Condenser Coil: Copper-tube, aluminum-fin coil with liquid subcooler.
- d. Condenser Fan: Direct-drive, aluminum propeller fan; with permanently lubricated, totally enclosed fan motor.
- e. Accessories: Coastal filter, crankcase heater, cycle protector, electronic programmable thermostat, evaporator freeze thermostat, filter-dryer, high-pressure switch, liquid-line solenoid, low-ambient controller, low-pressure switch, PE mounting base, precharged and insulated suction and liquid tubing, sound hood, thermostatic expansion valve, time-delay relay, reversing valve.
- f. Unit Casing: Galvanized steel.

2. Air-Cooled Units, 6 to 120 Tons



- a. Compressor: Hermetic scroll, with on-off compressor cycling capacity control.
 - b. Compressor: Hermetic or semihermetic rotary.
 - c. Refrigerant: R-407C, R-410A, or R-134a.
 - d. Condenser Coil: Copper-tube, aluminum-fin coil with subcooler.
 - e. Condenser Fan: Propeller type.
 - f. Controls: Factory mounted and wired.
 - g. Accessories: Electronic programmable thermostat, low-ambient controller, gage panel, hot-gas bypass kit, part-winding-start, timing relay, circuit breakers, and contactors, reversing valve.
 - h. Unit Casing: Galvanized or zinc-coated steel.
3. Water-Cooled Units
- a. Compressor: Hermetic or serviceable hermetic type, with oil pump, operating oil charge, and suction and discharge shutoff valves.
 - i) Capacity Control: Cylinder unloading.
 - b. Refrigerant: R-407C, R-410A, or R-134a.
 - c. Condenser: Multipass, shell-and-tube type.
 - d. Accessories: Discharge-line muffler, gage panel, electric solenoid cylinder unloaders, pump-down relay package, and crankcase cover plates with equalizer connections.
 - e. Controls: Factory mounted and wired.
 - f. Unit Casing: Galvanized steel.
- B. Source Quality Control
- 1. Compressor and Condenser Units: Rate according to ARI 210/240 and ARI 340/360.

Part 3 – Execution

No specific CENTER requirements.



23 74 13 Packaged, Outdoor, HVAC Units

Part 1 – General

- A. Submittals
 - 1. Product Data: For each type of product indicated.
 - 2. Shop Drawings.
 - 3. Coordination Drawings.
 - 4. Operation and Maintenance Data.
- B. Quality Assurance: Quality Standards ARI 203/110, ARI 303/110, ASHRAE 15, ASHRAE 90.1, NFPA 90A, and NFPA 90B.
- C. Extra Stock: Require extra set of filters and extra set of belts with each unit.
- D. Warranty

Note to Design Professional: Require manufacturer's warranty.

- E. Commissioning

Note to Design Professional: Coordinate and specify commissioning requirements that apply to the specific project.

Part 2 – Products

- A. Manufactured Units
 - 1. Acceptable Manufacturers
 - a. Basis of Design: Trane <http://www.trane.com/Commercial/>
 - b. Bryant <https://www.bryant.com/bryant/en/us/>
 - c. Or District Approved Equal
 - 2. Casing
 - a. Galvanized steel painted with baked enamel.
 - b. Galvanized-steel liner.
 - c. Insulated with fiberglass.
 - d. Galvanized or Stainless-steel drain pan.
 - 3. Supply-Air Fan: Direct driven, double width, forward curved or backward inclined, centrifugal.
 - 4. Supply-Air Fan: Belt driven, forward curved, centrifugal.
 - 5. Condenser-Coil Fan: Direct-driven propeller.
 - 6. Supply-Air Refrigerant Coil: Coated Aluminum -plate fins and seamless copper tube, or copper plate fins and seamless copper tube.
 - 7. Refrigerant Circuit Components



- a. Number of Refrigerant Circuits: One or two.
- b. Compressor: Hermetic reciprocating, semihermetic reciprocating, or hermetic scroll.
- c. Refrigerant Charge: R-410A .
- d. Low-ambient kit.
- e. Hot-gas reheat valve.
- f. Hot-gas bypass valve.
- g. Four-way reversing valve.
- 8. Filters: MERV 8 - Disposable, pleated.
- 9. Gas Furnace
 - a. Heat Exchanger and Drain Pan: Stainless steel.
 - b. Fuel: Natural.
 - c. Ignition: Electronic.
 - d. Gravity or Power vent. When using gravity vent, provide unit with modulating power exhaust
 - e. Single-stage, Two-stage or Modulating gas control valve. Two-stage and modulating are preferred.
- 10. Outdoor-Air Damper: 0 to 25 percent, with motorized damper and hood.
- 11. Outdoor- and Return-Air Mixing Dampers: 0 to 100 percent economizer with motorized dampers and hood.
- 12. Electrical Power Connection: Single with unit-mounted disconnect.
- 13. Basic Unit Controls: Wall-mounted thermostat or sensor.
- 14. DDC Controllers
 - a. Safety controls.
 - b. Scheduled controls.
 - c. Unoccupied period controls.
 - d. Supply fan controls.
 - e. Refrigerant circuit controls.
 - f. Hot-gas reheat-coil controls.
 - g. Gas furnace controls.
 - h. Electric-heating-coil controls.
 - i. Fixed minimum outdoor-air controls.
 - j. Economizer dry-bulb -based controls.
 - k. Carbon dioxide sensors (interior and exterior).
 - l. VVT relays.



- m. Interface with HVAC instrumentation and control system.
- 15. Accessories
 - a. Gas burner compartment heater.
 - b. Duplex electrical outlet.
 - c. Low-ambient kit.
 - d. Coil guards.
 - e. Concentric diffuser.
- 16. Roof Curb
 - a. Vibration isolators.
 - b. Wind restraints.
 - c. Seismic restraints.

Part 3 – Execution

No Specific CENTER Requirements

End of Part 7 – Outline Specifications



32 12 16 Asphalt Concrete Paving

Part 1 - General

- A. Scope:
 - 1. Renovation, portable building, modular building and interim housing projects:
 - a. Always verify condition of the paving for the designated accessible path of travel and replace as necessary.
 - b. When required by scope statement, evaluate condition of existing asphalt paving and replace as necessary.
 - 2. New Construction Projects: Refer to design standards for requirements.
- B. Warranty:
 - 1. Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
- C. Codes and Standards:
 - 1. Reference the latest editions of all applicable codes.
 - 2. Specify pavement markings to comply with accessibility standards.
 - 3. Conform to applicable city or county standards.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.

Part 2 Products

- A. Require certification of AB to be free of hazardous material – test required.
- B. Repaving: where practical incorporate paving fabric in overlay or in replacement over compacted fill.
- C. Require fiber reinforcement for all overlays.

Part 3 Execution

- A. Conduct water test in presence of project inspector to verify no ponding water in excess of 1/10 inch.



32 31 13 Chain Link Fences and Gates

Part 1 - General

- A. Scope:
 - 1. Renovation, portable building, modular building and interim housing projects:
 - a. When required by scope statement.
 - b. Refer to design standards for requirements around new electrical services.
 - 2. New Construction Projects: Refer to design standards for requirements.
- B. Warranty: Require unconditional two (2) year installation warranty commencing on recordation date of the Notice of Completion.
- C. Codes and Standards: Reference the latest editions of all applicable codes.
 - 1. Materials and components: Conform to CLFMI Product Manual.
- D. Submittals:
 - 1. Include requirements for submission of all material proposed for use per section 01300.
 - 2. Require shop drawings.

Part 2 - Products

- A. Line posts: 2.38" diameter, 3.65 lbs./ft.
- B. Corner and Terminal posts: 2.88" diameter, 5.79 lbs./ft.
- C. Swing Gate Posts: galvanized steel, ASTM A 120 or ASTM A 123, with not less than 1.8 oz. zinc per sq. ft. of surface.
 - 1. 2.875-inch OD Pipe: For fabric height of 6 feet or less and gate leaf up to and including 6 feet wide.
 - 2. 4.000-inch OD Pipe: For fabric height over 6 feet and gate leaf up to and including 12 feet wide.
- D. Top and Brace Rail: 1.66" diameter, 2.30 lbs./ft., plain end, sleeve coupled.
- E. Gate Frame: 1.90" diameter, 2.72 lbs./ft. for fittings and truss rod fabrication.
- F. Fabric: 2" diamond mesh interwoven wire, 9 gauge thick, top and bottom selvale knuckle end closed.
- G. Non-climb Fabric: 1" diamond mesh interwoven wire, 9 gauge thick, top and bottom selvale knuckle end closed
- H. Tension Wire: 7 gauge thick high-carbon steel coil-spring wire, single strand.



- I. Tension Bar: 3/16" thick by 3/4" wide steel, not more than 2" shorter than fabric height.
- J. Tension Strap: 1/8" thick steel.
- K. Tie Wire: 9-gauge galvanized steel wire.
- L. Caps: Cast steel galvanized; sized to post diameter, set screw retainer.
- M. Fittings: Sleeves, bands, clips, rail ends, tension bars, fasteners and fittings; steel galvanized.
- N. Gate Hardware: Fork latch with gravity drop mechanical keepers; three 180° gate hinges per leaf and hardware for padlock.
- O. Concrete: ASTM C94; Normal Portland Cement, 2,500 p.s.i. minimum strength at 28 days, 3" slump; 1" nominal sized coarse aggregate.
- P. Vinyl Slats:
 - 1. Materials: Fence slating shall be of extruded high-density virgin polyethylene, containing color pigmentation and UV Inhibitors to resist the effects of ultraviolet radiation from sunlight and extend the colorfastness of the material for a minimum of 15 years of service without visible degradation.
 - 2. Slat Profile: Slats shall be of flat tubular shape with a profile depth of .312" (5/16") and a wall thickness of .020".
 - 3. Slat Width: All slats shall be sized to fit tight within the specified fence fabric.
 - 4. Slat Height: Slats shall be fabricated 3-1/2" shorter than the overall height of the fence.
 - 5. Slat Locking System: Fence slats shall be installed using the self-locking horizontal bottom channel system as supplied by slat manufacturer.
 - 6. Slat Color: As selected by the Architect from manufacturer's standard color palette.

Part 3 - Execution

- A. Line Post Spacing: At intervals not exceeding 10'.
- B. Concrete footings to be four times the diameter of the post and 3'-0" minimum deep. Top of footings to be 2" above grade and sloped for water run-off.
- C. Brace each gate and corner post to adjacent line post with horizontal center brace rail and diagonal truss rods. Install brace rail, one bay each side from end and gate posts.
- D. Specify top rail through line post tops and splice with 6" long rail sleeves. Top rails shall be continuous, using 18' minimum lengths, except at corner and gate posts.



- E. Install center and bottom brace rail on corner gate leaves.
- F. Stretch fabric between terminal posts or at intervals of 100' maximum, whichever is less.
- G. Position bottom of fabric 2" above concrete mow strip.
- H. Fasten fabric to top rail, line posts, braces and bottom tension wire with tie wire at maximum 15" on centers.
- I. Attach fabric to end, corner and gates posts with tension bars and tension bar clips.
- J. Install bottom tension wire stretched taut between terminal posts.
- K. Do not swing gate from building wall; specify gateposts.
- L. Install gate with fabric to match fence. Install three hinges per leaf, latch, catches, retainer and locking clamp.





Part 8 - Acronyms

ADA	Americans with Disabilities Act	IDF	Intermediate Distribution Frames
ANSI	American National Standards Institute	LAN	Local Area Network
ARI	Air-Conditioning and Refrigeration Institute	CENTER	Center Joint Unified School District
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers	LED	Light-emitting Diode
ASTM	American Society for Testing and Materials	MDF	Main Distribution Frame
AV	Audio Video	MIS	Main Information System
AWG	American Wire Gauge	MPOE	Minimum Point of Entry
AWI	Architectural Woodwork Institute	NEMA	National Electrical Manufacturer Association
BIM	Building Information Modeling	NFPA	National Fire Protection Association
CAD	Computer-aided Design	OFCI	Owner Furnished Contractor Installed
CAL-EPA	California Environmental Protection Agency	OFOI	Owner Furnished Owner Installed
CATV	Cable Television	OPALS	Ogren Plant-Allergy Scale
CBC	California Building Code	PA	Public Address
CCTV	Closed Circuit Television	PC	Pre-Checked
CD	Construction Documents	PIV	Post Indicator Valve
CDE	California Department of Education	POS	Point of Sale
CEC	California Energy Commission	PSF	Pounds per Square Foot
CEQA	Act	PSI	Pounds per Square Inch
CFCI	Contractor Furnished, Contractor Installed	PSIG	Pounds per Square Inch Gauge
CFM	Cubic Feet per Minute	PV	Photovoltaic
CMU	Concrete Masonry Unit	PV	Present Value (<i>Product System & Material Analysis</i>)
CPTED	Crime Prevention through Environmental Design	PVC	Polyvinyl Chloride
CRI	Color Rendering Index	SBR	Styrene-Butadiene Rubber
DD	Design Development	SCE	Southern California Edison
DSA	Division of the State Architect	SCRC	Solid Color Reinforced Composite
DTSC	Department of Toxic Substance Control	SMACNA	Sheet Metal and Air Conditioning Contractors' National Association
DVD	Digital Versatile Disc	SSPC-SP	Society for Protective Coatings, Surface Preparation Standards
DWR	Department of Water Resources	SWPPP	Storm Water Prevention Pollution Plan
EIFS	Exterior Insulated Finish System	TCNA	Tile Council of North America
EMS	Energy Management System	UL	Underwriters Laboratory
EPA	Environmental Protection Agency	UPS	Uninterrupted Power Supply
ET	Evapotranspiration	VAV	Variable Air Volume
FACP	Fire Alarm Control Panel	VCR	Video Cassette Recorder
FDS	Facility Design Standards	VOC	Volatile Organic Compound
FPM	Feet per Minute	WAN	Wide Area Network
FPS	Feet per Second	WDMA	Window and Door Manufacturer's Association
FRP	Fiberglass Reinforced Plastic		
FSC	Forest Stewardship Council		
GPM	Gallons per Minute		
HVAC	Heating, Ventilation, & Air Conditioning		
ICC-ES	International Code Council - Evaluation Service		

End of Part 8 - Acronyms



Part 9 - Glossary

Americans with Disabilities Act: A federal law that gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. Website: <http://www.ada.gov/>

Architectural Woodwork Institute: The Architectural Woodwork Institute (AWI) is a nonprofit trade association founded in 1953. Today, AWI represents nearly 4000 members consisting of architectural woodworkers, suppliers, design professionals and students from around the world. Website: <http://www.awinet.org/>

California Building Standards Commission: The state government entity to oversee the development of building standards and to publish the California Building Standards Code in Title 24 of the California Code of Regulations. The California Building Standards Commission operates under the authority established by Health and Safety Code, Division 13, Part 2.5, 3 known as the California Building Standards Law. The abbreviation CBSC or BSC is often used to identify the California Building Standards Commission. Website: <http://www.bsc.ca.gov/default.htm>

California Department of Water Resources: Manage the water resources of California in cooperation with other agencies, to benefit the State's people, and to protect, restore, and enhance the natural and human environments. Website: <http://www.water.ca.gov/>

California Green Building Code: The document is the 11th of 12 parts of the official compilation and publication of the adoptions, amendments and repeal of regulations to California Code of Regulations, Title 24, also referred to as the California Building Standards Code. The Part that is known as the California Green Building Standards Code and it is intended that it shall also be known as the CALGreen Code. The California Building Standards Code is published in its entirety every three years by order of the California Legislature. The California Legislature delegated authority to various State agencies, boards, commissions and departments to create building regulations to implement the State's statutes. These building regulations or standards have the same force of law, and take effect 180 days after their publication unless otherwise stipulated. The California Building Standards Code applies to all occupancies in the State of California as annotated. Website: http://www.documents.dgs.ca.gov/bsc/CALGreen/2010_CA_Green_Bldg.pdf

California Plumbing Code: Part 5, Title 24, California Code of Regulations. Website: http://www.documents.dgs.ca.gov/bsc/Title_24

Color Rendering Index: A quantitative measure of the ability of a light source to reproduce the colors of various objects faithfully in comparison with an ideal or natural light source.

Construction Documents: The documents, consisting of Drawings and Specifications, and other documents as defined in the Lease Agreements, to be prepared and/or assembled by Architect with input from Contractor as described herein, to define the Work to be constructed as part of the Project.



Contract Documents: The Preliminary Design/Preconstruction Services Agreement ("Preconstruction Agreement"), the Site Lease, Sublease, and Construction Services Agreements (collectively "Lease Agreements"), together with any exhibits, Drawings, Specifications, Schedules, Performance Bond, Payment Bond, Addenda issued prior to execution of the Preconstruction Agreement or Lease Agreements, applicable environmental documents to comply with District's Mitigation Negative Declaration, other documents listed in either the Preconstruction Agreement or the Lease Agreements, and Modifications issued after execution of the Preconstruction Agreement or Lease Agreements. A Modification is: (1) a written amendment to the Preconstruction Agreement or the Lease Agreements signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by Architect. Unless specifically enumerated in the Preconstruction Agreement or Lease Agreements, the Contract Documents do not include other documents such as bidding requirements (advertisement or invitation to bid, Instructions to Bidders, or sample forms).

Crime Prevention Through Environmental Design: Crime Prevention Through Environmental Design (CPTED) theories contend that law enforcement officers, architects, city planners, landscape and interior designers, and resident volunteers can create a climate of safety in a community right from the start. CPTED's goal is to prevent crime by designing a physical environment that positively influences human behavior. The theory is based on four principles: natural access control, natural surveillance, territoriality, and maintenance. NCPC's course helps participants put the theories behind CPTED into action in their communities by designing a hands-on, interactive, two- or three-day basic or advanced training specifically tailored to their community's needs. Website: <http://www.ncpc.org/training/training-topics/crime-prevention-through-environmental-design-cpted->

Department of Toxic Substance Control: Is to protect California's people and environment from harmful effects of toxic substances by restoring contaminated properties, identifying and promoting safer ingredients in consumer products, and ensuring stewardship through enforcement, regulation and pollution prevention. Website: <http://www.dtsc.ca.gov/>

Design Professional: A term to refer to architects; civil, structural, mechanical, electrical, plumbing, and heating, ventilating, and air conditioning engineers; interior designers; landscape architects; and others whose services have wither traditionally been considered "professional" activities, require licensing or registration by the state, or otherwise require the knowledge and application of design principles appropriate to the problem at hand.

District Consultants: Those consultants retained by the District identified in the Project Roster (or later added) who will assist the District in carrying out the Project.

Division of the State Architect: "Division of the State Architect" is the California State agency responsible for checking construction documents for compliance with Title 24, California Code of Regulations, and monitoring compliance on the construction site. The Division of the State Architect also approves inspectors on all public school projects.



DSA Class I Inspector: May inspect the following:

- Buildings or additions of 2,000 square feet or greater that utilize materials other than wood-frame shear walls (for example: masonry/concrete shear walls, steel brace frames, concrete, or steel moment-resisting frames) as the primary lateral load-resisting system.
- Substantial structural alterations to the gravity and/or lateral load-resisting system of the building types described above.

DSA Class II Inspector: May inspect the following:

- Buildings or additions over 2,000 square feet that utilize wood-frame shear walls as the primary lateral load-resisting system. Projects may be single or multi-level. The project may contain incidental masonry, concrete and/or structural steel construction (e.g. gravity load carrying columns and beams). Buildings may have isolated exceptions to the lateral load-resisting system, such as a steel brace frame at one location in the structure.
- Buildings or additions of less than 2,000 square feet in floor area that have primary lateral load-resisting systems utilizing concrete, masonry or steel construction. A single-story masonry building with a regular configuration (see C.B.C. Sec. 1629A.5.2), a floor area of less than 7,000 square feet, and a wood-frame roof structure *may* be considered to be a Class 2 structure.
- Two-story relocatable buildings (on-site construction) utilizing shop-fabricated building frames.
- Alteration, modernization, and reconstruction projects that exceed the limitations of the Class 3 scope of work, but do not include substantial alterations to structural systems of concrete, steel or masonry.
- Non-building structures that exceed the limitations of the Class 3 scope of work (signs, poles, bleachers, walls, fences, retaining walls, etc.).

DSA Class III Inspector: May inspect the following:

- Buildings or additions of wood-frame, single-story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2,000 square feet. Structures must utilize wood-frame shear walls as the primary lateral load-resisting system. The project may include isolated steel or concrete elements (e.g. steel or concrete columns).
- Structural alteration projects limited to wood-frame, single-story construction. When deemed appropriate by DSA, alterations to (or addition of) isolated steel, masonry or concrete elements may be included in Class 3 projects. Alteration projects involving significant changes to the lateral load-resisting system may be classified as Class 2 projects.
- Alteration and modernization projects that are primarily non-structural, such as electrical, mechanical, plumbing, disabled access features, and site improvement work.
- Most non-building structures such as signs, poles, bleachers, walls, fences, retaining walls, etc.



DSA Class IV Inspector: May inspect the following:

- Site installation of pre-manufactured, single-story, single-story relocatable buildings.

Energy Management System: The control system that monitors the environment and energy usage in a building and alters equipment operation to conserve energy while providing occupant comfort.

Interim Housing: The intermediate period of housing assistance that covers the gap between sheltering and the return of disaster victims to permanent housing.

Ogren Plant Allergy Scale: A scale that measures the allergy potential of all garden and landscape plants. The new trademarked scale is called OPALSTM, or Ogren Plant Allergy Scale. The scale uses a simple, easy-to-use 1 to 10 ranking system. The safest, least allergenic plants rank at 1, and the worst, most allergenic at 10.

Photovoltaic System: A system that uses one or more solar panels to convert sunlight into electricity. It consists of multiple components, including the photovoltaic modules, mechanical and electrical connections and mountings and means of regulating and/or modifying the electrical output.

Savings by Design from California Edison: Savings by Design (SBD) is California's nonresidential new construction energy efficiency program, administered statewide and funded by Utility customers through the Public Purpose Programs surcharge applied to gas and electric services. Website: <http://www.savingsbydesign.com/>

Southern California Edison: Provides electric service to central, coastal and southern California. Website: <http://www.sce.com/default.htm>

State AB1881: The Water Conservation in Landscaping Act of 2006 (Laird). This act requires, among other actions, that the California Department of Water Resources (DWR) report to the Legislature on the status of water efficient landscape ordinances adopted by local agencies.

Storm Water Prevention Pollution Plan (SWPPP): Is a fundamental requirement of storm water permits. A SWPPP identifies all potential sources of pollution, which may reasonably be expected to affect the quality of storm water discharges from the construction site; describes practices to be used to reduce pollutants in storm water discharges from the construction site; and helps assure compliance with the terms and conditions of the permit (when the plan is designed for the individual site, and is fully implemented)

The California Environmental Quality Act: CEQA, or the California Environmental Quality Act, is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Website: <http://resources.ca.gov/ceqa/>



Title 24: The 24th title within the California Code of Regulations. Title 24 is reserved for state regulations that are building standards published by the California Building Standards Commission. Title 24 is given the name of California Building Standards Code by Health and Safety Code Section 18902. It is sometimes referred to as the State Building Standards Code.

End of Part 9 - Glossary



Part 10 - Appendices

Design Professional to obtain applicable items from the District Project Manager in executable format to edit to make project specific and incorporate into bid documents.

Appendix A: Architect & Engineer (A/E) Checklists

Appendix B: Landscape Planting List & Details

- Detail 1 - Shrub Planting Detail
- Detail 2 - Deep Root Bubbler Irrigation Detail
- Detail 3 - Tree Planting in Lawn

Appendix C: Typical Classroom Layout

- Plan 1 – Typical Classroom Layout
- Detail 2 - Typical MDF Room Layout
- Detail 3 - Typical IDF Room Layout
- Detail 4 – Typical IDF Cabinet

Appendix D: Standard Renovation Cover Sheet Notes

Appendix E: Board Resolution for Single-Source Products

Appendix F: Facility Standards Revision Protocol



Appendix A Architect & Engineer Checklists

New Construction Projects:

Schematic Design Phase:

- ✓ Obtain Copy of the final Educational Specifications from the designated District representative.
- ✓ Verify with the designated District representative that the Design Professionals has the most current copy of the facility standards and are on the electronic update list.
- ✓ Obtain all available site information from the designated District representative.
- ✓ Meet with the designated District representative and the Community of Antelope, Planning Department representative to review and coordinate specific project requirements for street frontage.
- ✓ Meet with the designated District representative and the Community of Antelope, Parks and Recreation Department representative to review and coordinate specific project requirements per the joint-use agreement.
- ✓ Meet with the appropriate City or County utility departments and PG&E to review and coordinate all site service requirements.
- ✓ Meet with the designated District representative and Antelope Sanitary to review and coordinate all trash and recycle collection service requirements.
- ✓ Meet with the designated District representative and Food Service Department to review and coordinate all kitchen requirements.
- ✓ Meet with the designated District representative and the District technology consultant to review schematic room and space requirements to accommodate to server and other electronic head-end equipment. Coordinate proximity, adjacencies, size and layout of electrical and server room(s).
- ✓ On the High School project, the Design Professionals are to propose the theater configuration, type of seating, aisle lighting and associated seating accessories to the designated District representative and site appointed drama department committee for approval. The Design Professionals are to review the needs of the stage, back stage, equipment and associated accessories.
- ✓ Submit schematic design drawings to the designated District representative and obtain written approval prior to proceeding with design development phase.



Design Development Phase:

- ✓ Meet with the designated District representative and the local fire jurisdiction to review and coordinate access gates, Knox box location, fire alarm announcer panel location, fire lanes, access roads, remote pumper and fire hydrant locations.
- ✓ Meet with the designated District representative and review the proposed location and design of the trash and recycle collection yard with the designated District representative who will review with Antelope Sanitary, Custodial Services and Pest Management.
- ✓ Meet with the designated District representative and Food Service Department for review and approval of the proposed kitchen equipment and layout.
- ✓ Meet with the designated District representative and site committee for review and approval of the proposed playfields, athletic fields and hardcourt striping layout.
- ✓ Meet with the designated District representative and M&O Department for review and approval of the proposed plant selection, landscaping and irrigation designs.
- ✓ Meet with the designated District representative and site committee for review and approval of the proposed room number and building signage.
- ✓ Meet with the designated District representative to determine if it is necessary to include spare conduits in duct banks.
- ✓ Meet with the designated District representative and PG&E for review and approval of the proposed utility yard design.
- ✓ Meet with the designated District representative and the District technology consultant for review and approval of the proposed room designs.
- ✓ Meet with the District technology consultant to determine locations of digital video surveillance cameras.
- ✓ Provide the District's technology consultant with the electronic backgrounds of the final site and building floor plans for their schematic layout of the low voltage pathways, receptacle locations, head-end equipment locations and space requirements.
- ✓ On the Middle School and High School projects, the Design Professionals are to propose type and layout of athletic lockers to the designated District representative for review and approval.
- ✓ Submit design development drawings to the designated District representative and obtain written approval prior to proceeding with the construction document phase.

Construction Document Phase:

- ✓ Provide list of all items that will require color selection to the designated District representative. Obtain color selections and include in bid documents.
- ✓ Provide a completed finished hardware specification to designated District representative and Schlage representative for review and acceptance. Meet with designated District representative, Schlage representative, District locksmith and site personnel to determine



keying schedule. The keying schedule is to be incorporated into project specifications prior to bid.

- ✓ Meet with the designated District representative and District's technology consultant to obtain schematic design of the low voltage systems and coordinate requirements. Implement and coordinate requirements as indicated on technology schematics.
- ✓ Provide list of all items that will require color selection to the designated District representative. Obtain color selections and include in bid documents.
- ✓ Obtain and incorporate SMUD's final commitment requirements.
- ✓ Provide the designated District representative with copies of the lighting calculations indicating anticipated lighting levels and watts per square foot.
- ✓ Submit construction documents to the designated District representative at the intervals stipulated in the Owner-Architect Agreement.

Renovation Construction Projects:

Design Development Phase:

- ✓ Obtain Copy of the final Project Scope Statement from the designated District representative.
- ✓ Verify with the designated District representative that the Design Professionals have the most current copy of the facility standards and are on the electronic update list.
- ✓ Obtain from the designated District representative copies of all available original plans, record drawings and maintenance projects records.
- ✓ Obtain from the designated District representative a copy of the ADA self-evaluation study that has been completed for all existing campuses. Also, if available, obtain a copy of the transition plan.
- ✓ Coordinate and employ the services of an independent land surveyor to establish existing grades to determine optimum design solution for accessible path of travel.
- ✓ Coordinate with the designated District representative and the District's hazardous materials consultant to confirm which materials will require testing to determine if they contain hazardous particles.
- ✓ Meet with the designated District representative to determine if it is necessary to include spare conduits in duct banks.
- ✓ Meet with the designated District representative and site committee for review and approval of the proposed room number and building signage.
- ✓ Survey existing building condition for potential dryrot and termite damage. Review condition of substrate (from underside where possible), fascia, trim and alike and indicate replacement as necessary. (Note that if selective demolition is necessary to investigate an area suspect of dry rot or termite damage, notify designated District representative for authorization of extra services.)



- ✓ Survey the condition of all doors, hardware and frames to determine if repair or replacement is necessary.
- ✓ Survey existing casework for necessary repairs or replacement to make fully functional. Include in the bid documents all work necessary for repairs to hardware, doors and drawers, or if more cost effective, replacement of existing casework.
- ✓ If roof replacement is required, survey existing areas designated in scope to be replaced and evaluate condition of existing roof accessories (vents, flashings, gutters, downspouts, sleepers, curbs, skylights, etc.) and indicate replacement or modification as necessary. If there exists the ability to climb onto roof, advise designated District representative and pose possible resolution.
- ✓ If new trash and recycle collection area is required, meet with the designated District representative and review existing service yard location, layout and proposed renovation design. The designated District representative will review with Antelope Sanitary, Custodial Services and Pest Management.
- ✓ If new landscaping and irrigation is required, meet with the designated District representative and M&O Department for review and approval of the proposed plant selection, landscaping and irrigation designs.
- ✓ Meet with the District M&O Department and review existing HVAC and plumbing conditions on site and ongoing problems.
- ✓ Review mechanical record-drawings, conduct independent site investigations and evaluate existing conditions.
- ✓ Evaluate condition of existing water heaters and make recommendation for replacement if equipment is beyond the anticipated life span.
- ✓ Evaluate condition of existing grease traps and make recommendation for replacement if necessary.
- ✓ If applicable, coordinate any increase demand for gas, water, and sewer capacity with local utility companies, and confirm available gas and water pressures.
- ✓ Design Professional to propose type of replacement mechanical and plumbing systems for District approval prior to proceeding with completing design.
- ✓ Meet with the District M&O Department and review existing electrical conditions on site and ongoing problems.
- ✓ Review electrical record-drawings and conduct independent site investigations.
- ✓ Evaluate existing conditions of power equipment including, switchboard, panels, transformers and feeders.
- ✓ If new site service is necessary, site primary service design and location must be coordinated with and approved by SMUD. Verify availability of voltage and phase. Obtain approval of electrical service location from designated District representative prior to system design.
- ✓ Meet with the District technology consultant to determine locations of digital video surveillance cameras.



- ✓ Provide the District's technology consultant with the electronic backgrounds of the site and building floor plans for their schematic layout of the low voltage pathways, receptacle locations, head-end equipment locations and space requirements.
- ✓ If new site service is required, meet with the designated District representative and PG&E for review and approval of the proposed utility yard design.
- ✓ If additional scope is determined necessary (as a result of site investigations), provide the designated District representative with a written request to include and obtain written authorization prior to starting Construction Documents.
- ✓ Submit design development drawings to the designated District representative and obtain written approval prior to proceeding with the construction document phase.

Construction Document Phase:

- ✓ Meet with designated District representative to coordinate phase work and help develop phasing schedule. Coordinate system(s) design for construction phasing requirements to minimize impact to school operations and allow for functioning systems during construction.
- ✓ Meet with the designated District representative and District's technology consultant to obtain schematic design of the low voltage systems and coordinate requirements. Implement and coordinate requirements as indicated on technology schematics.
- ✓ Review items to be removed with M&O to determine if salvage is desired. Include in the bid documents items identified to be salvaged and delivered to District.
- ✓ Coordinate and reference abatement exhibits that will be included in construction contract.
- ✓ Provide list of all items that will require color selection to the designated District representative. Obtain color selections and include in bid documents.
- ✓ Indicate existing color scheme and layout to be replicated in the interiors of gyms, libraries, theaters, multipurpose rooms, and other special use rooms may have existing custom colors (not in District standard colors) and multiple tones with graphics or logos.
- ✓ Provide a completed finished hardware specification to designated District representative and Schlage representative for review and acceptance. Meet with designated District representative, Schlage representative, District locksmith and site personnel to determine keying schedule. The keying schedule is to be incorporated into project specifications prior to bid.
- ✓ If areas of dryrot or termite damage were discovered, include in base contract all known structural repairs. Determine anticipated amount of unknown structural repairs and estimated costs. Include as a bid allowance with standard structural repair details.
- ✓ Provide the designated District representative with copies of the lighting calculations indicating anticipated lighting levels and watts per square foot.
- ✓ Verify with District representative exact location of all receptacles and switches.
- ✓ If new site service is required, obtain and incorporate SMUD's final commitment requirements.



- ✓ Submit construction documents to the designated District representative at the intervals stipulated in the Owner-Architect Agreement.
- ✓ Incorporate all peer and constructability comments prior to obtaining DSA approval.
- ✓ If during the plan review process, DSA requires additional scope of work to be included to obtain approval, forward specific requested and code reference to designated District representative to authorize.

Portable Building Projects:

Schematic Design Phase:

- ✓ Obtain Copy of the final Project Scope Statement from the designated District representative. The scope statement shall include the necessary tie-in requirements for the various low-voltage systems (HVAC campus controls, intrusion alarm, fire alarm, telephone, intercom, master clock and bells) as determined by the District's technology consultant.
- ✓ Verify with the designated District representative that the Design Professionals have the most current copy of the facility standards and are on the electronic update list.
- ✓ Obtain from the designated District representative copies of all available original plans and record drawings.
- ✓ Determine if a campus electrical service upgrade is necessary to accommodate current loads and anticipated new loads to service the new portable building(s).
- ✓ Propose and obtain approval of the location and layout of the portable building(s) from the designated District representative.
- ✓ Coordinate the District's requirements with the portable building manufacturer and coordinate the manufacturer's DSA submittal documents with the site development and building placement DSA submittal documents.
- ✓ Evaluate existing campus night lighting system and design the additional site lighting to illuminate path of travel to portable buildings and surrounding areas.
- ✓ Meet with the designated District representative and the District technology consultant to review schematic room and space requirements to accommodate low voltage systems.
- ✓ Submit schematic design drawings to the designated District representative and obtain written approval prior to proceeding with design development phase.

Design Development Phase:

- ✓ Meet with the designated District representative and the local fire jurisdiction to review and coordinate access gates, fire lanes and access roads locations.
- ✓ Coordinate and employ the services of an independent land surveyor to establish existing grades to determine optimum design solution for siting building and accessible path of travel.



- ✓ Meet with the designated District representative to determine if it is necessary to include spare conduits in duct banks.
- ✓ Meet with the designated District representative and site committee for review and approval of the proposed room number and building signage.
- ✓ If new landscaping and irrigation is required, meet with the designated District representative and M&O Department for review and approval of the proposed plant selection, landscaping and irrigation designs.
- ✓ If new site service is necessary, site primary service design and location must be coordinated with and approved by SMUD. Verify availability of voltage and phase. Obtain approval of electrical service location from designated District representative prior to system design.
- ✓ Design the pathway from the existing fire alarm head-end equipment. Coordinate the code requirements with the District's technology consultant.
- ✓ Meet with the District technology consultant to determine locations of digital video surveillance cameras.
- ✓ Provide the District's technology consultant with the electronic backgrounds of the site and building floor plans for their schematic layout of the low voltage pathways, receptacle locations, head-end equipment locations and space requirements.
- ✓ Submit design development drawings to the designated District representative and obtain written approval prior to proceeding with the construction document phase.

Construction Document Phase:

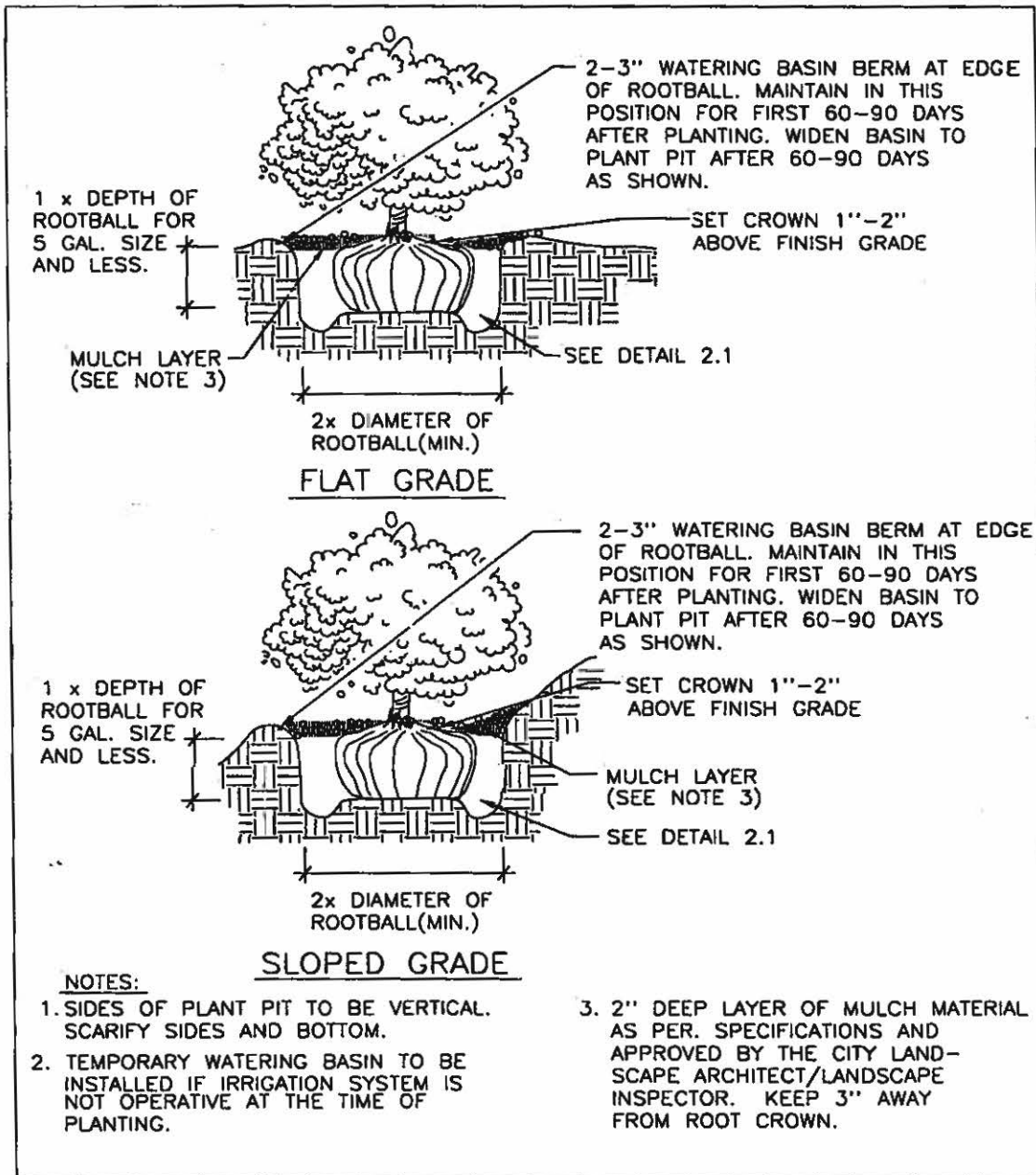
- ✓ The District will determine on a project specific basis what portions of the work will be performed by a site contractor(s), portable building manufacturer or District staff and how the work will be contracted. Design Professional to coordinate scopes of work on bid documents.
- ✓ Meet with the designated District representative and District's technology consultant to obtain schematic design of the low voltage systems and coordinate requirements. Implement and coordinate requirements as indicated on technology schematics.
- ✓ If new site service is required, obtain and incorporate SMUD's final commitment requirements.
- ✓ Coordinate the replacement of the Manufacturer's standard porch light with the District standard exterior light fixture.
- ✓ Submit construction documents to the designated District representative at the intervals stipulated in the Owner-Architect Agreement.
- ✓ Incorporate all peer and constructability comments prior to obtaining DSA approval.
- ✓ If during the plan review process, DSA requires additional scope of work to be included to obtain approval, forward specific requested and code reference to designated District representative to authorize.



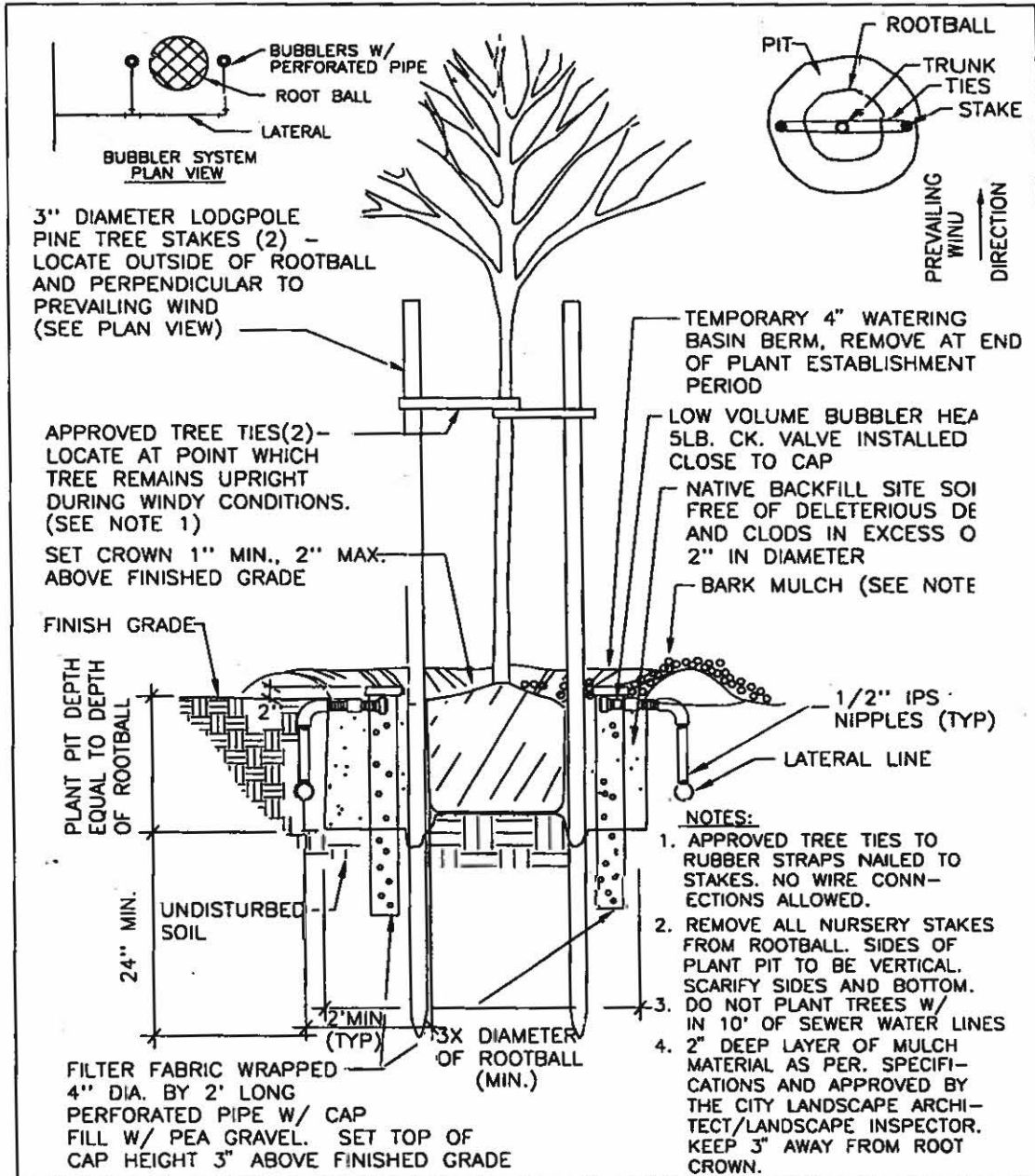
Appendix B Landscape Planting List & Details

See Next Pages

- Detail 1 - Shrub Planting Detail
- Detail 2 - Deep Root Bubbler Irrigation Detail
- Detail 3 - Tree Planting in Lawn



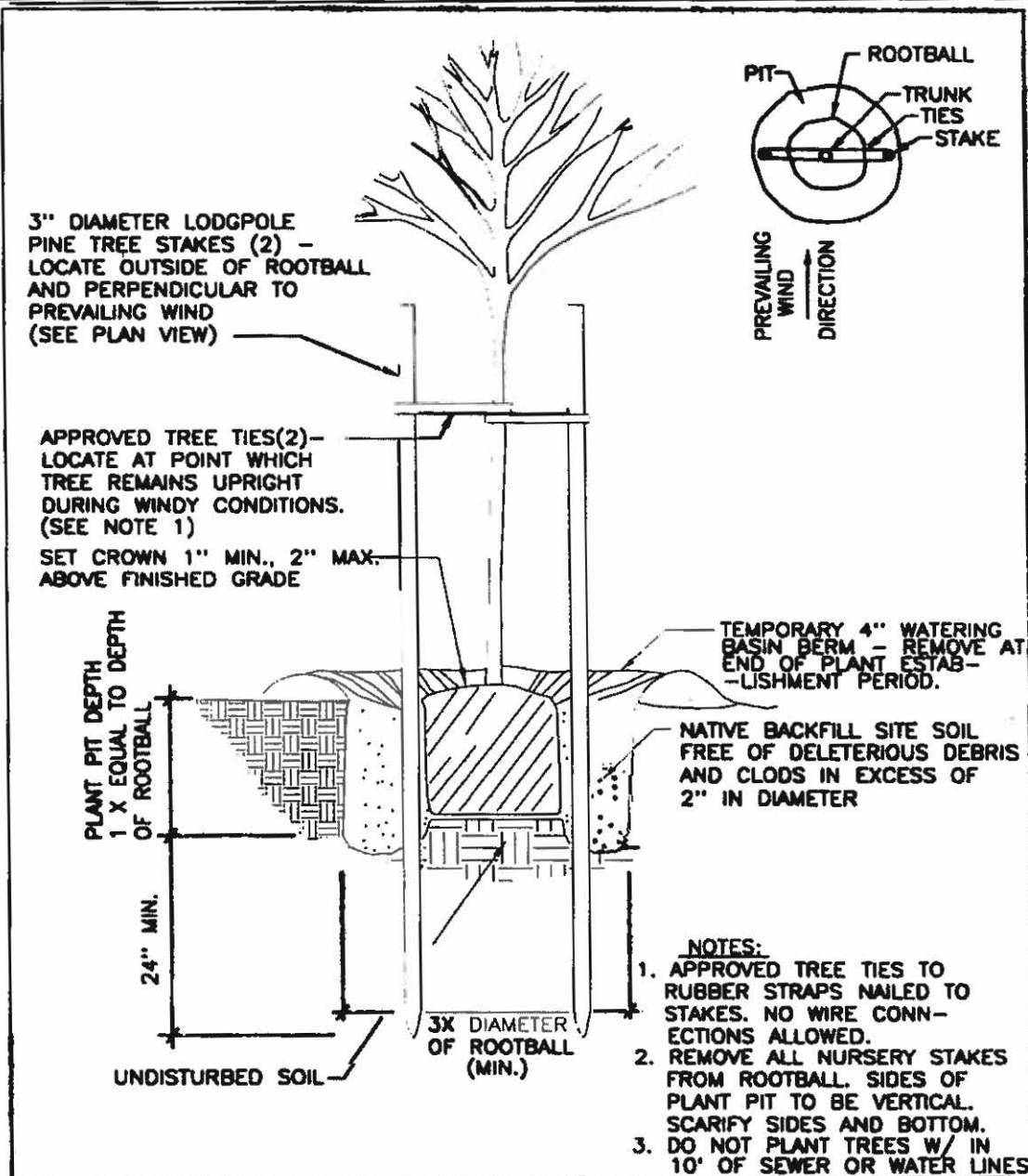
		SHRUB PLANTING	2
SCALE: NONE	DATE: 03/01/98		
REV.	REV.		
DET. # 2.3	DRAWN BY:		



SCALE: NONE	DATE: 03/01/98
REV.	REV.
DET. # 2.9	DRAWN BY:

**TREE PLANTING W/
DEEP BUBBLER
IRRIGATION**

3



		TREE PLANTING IN TURF AREA	4
SCALE: NONE	DATE: 03/01/98		
REV.	REV.		
DBT. #25	DRAWN BY:		

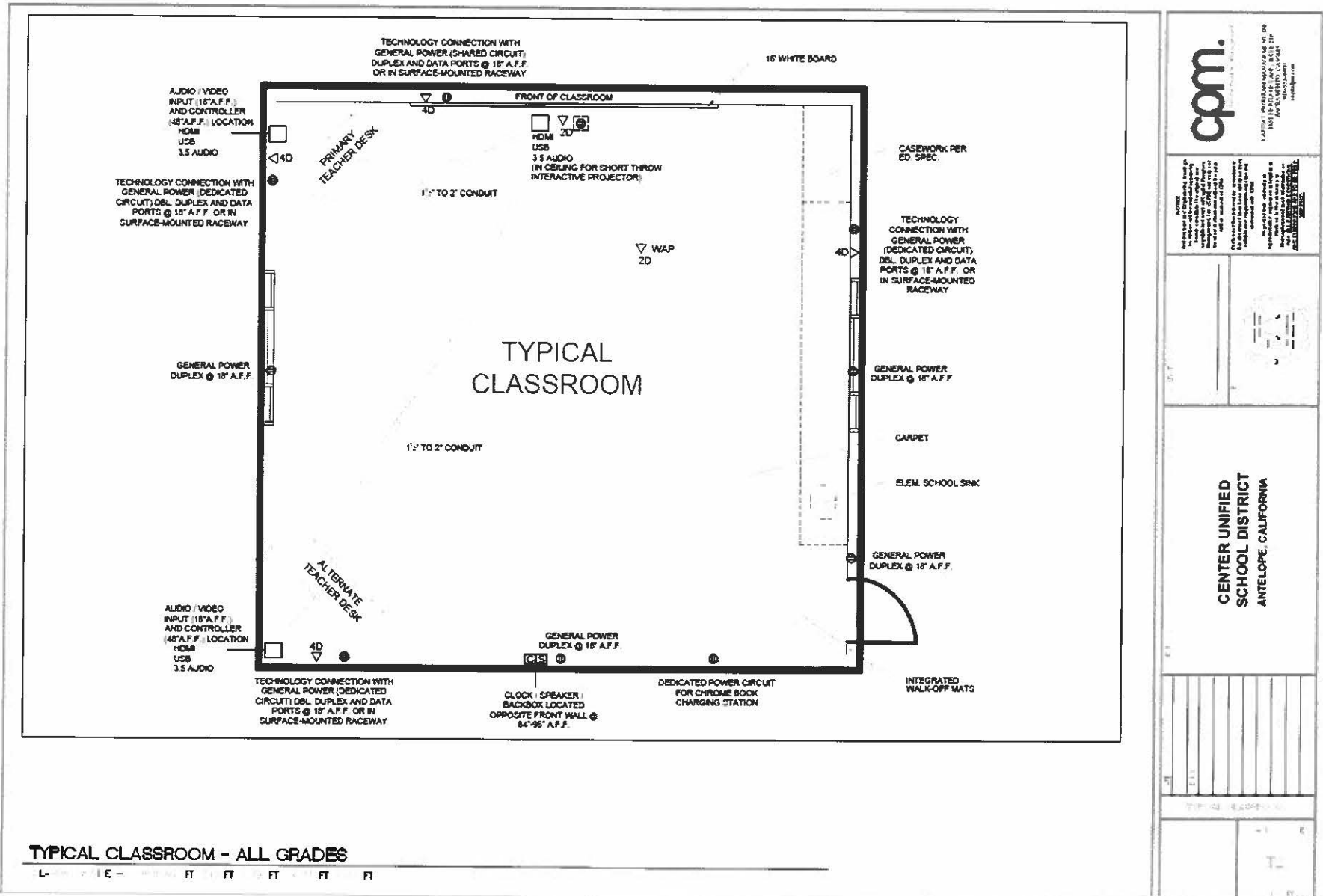


Appendix C Typical Classroom Layout

See Next Pages

- Plan 1 – Typical Classroom Layout
- Detail 2 - Typical MDF Room Layout
- Detail 3 - Typical IDF Room Layout
- Detail 4 – Typical IDF Cabinet

Plan 1 – Typical Classroom Layout



MAIN DISTRIBUTION FRAME (MDF) ROOM

Page 243

Plan 3 – Typical IDF Room Layout

INTERMEDIATE DISTRIBUTION FRAME (IDF) ROOM

TECHNOLOGY & ELECTRICAL

- Provide two emergency exits.
- Provide 4000 ft. of conduit at 12" on center and back of racks.
- All electrical outlets to be design specified outlets.
- Provide 1000-watt installed grid outlet at 240V 3-Phase 4-wire and ground and 100-watt emergency.
- Provide a dedicated 100 Amp circuit of own bus and wall mounted head end equipment enclosure.
- Wiring in conduits is required, provide an additional enclosure located on back of racks for emergency power system.
- Provide a 50 Amp, 480V circuit at the IDF to supply the rack equipment.
- Provide a 100-amp technology media center.
- Provide 100 ft. of 24 inch conduit and 100 ft. of 12 inch conduit.
- Provide 100 ft. of 24 inch conduit and 100 ft. of 12 inch conduit to the top of the racks at both ends of the room and connect with existing conduit (future rack which future data racks).
- Overhead service conduit is required. If underground conduit is used, provide in a dedicated future space (small).

FINISHES

- 100-watt Emergency lighting.
- Ceiling: Dry.
- 100-watt grid outlet at 240V 3-Phase 4-wire and ground.

PLUMBING

- All plumbing and electrical.
- All plumbing lines, including heating, air conditioning and hot water lines.

FURNITURE & EQUIPMENT

- None.

CASEWORK

- None.

ROOM FEATURES

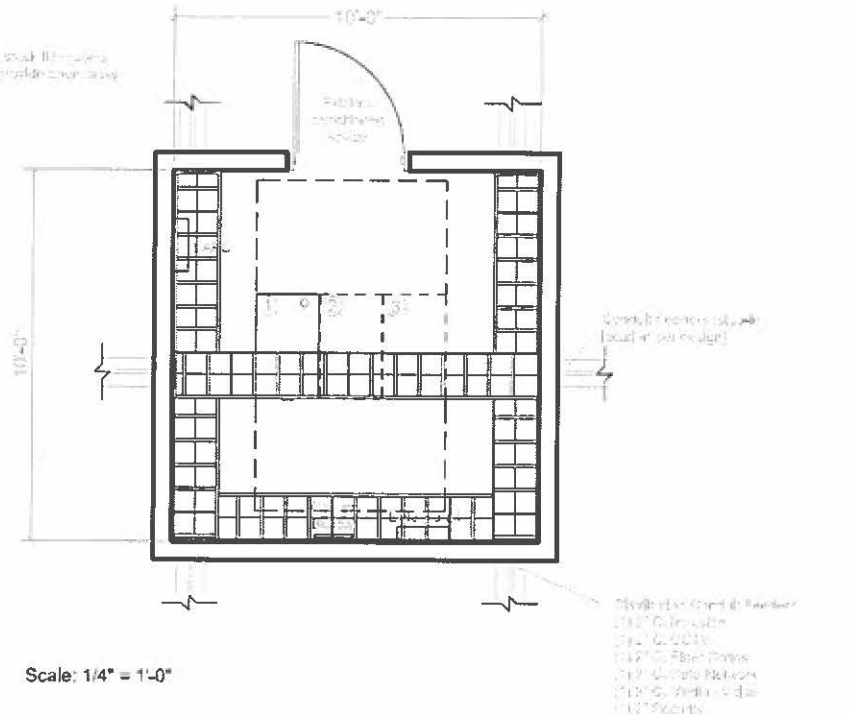
- 100-watt grid outlet at 240V 3-Phase 4-wire and ground.
- 100-watt grid outlet at 240V 3-Phase 4-wire and ground.

MECHANICAL

- Provide ventilation and designed air conditioning unit.
- Provide a split system air conditioning unit - 10000 BTU - 120V 1-Phase 1-wire and ground.
- Provide 100-watt grid outlet at 240V 3-Phase 4-wire and ground.
- Provide 100-watt grid outlet at 240V 3-Phase 4-wire and ground.
- Provide 100-watt grid outlet at 240V 3-Phase 4-wire and ground.
- Provide 100-watt grid outlet at 240V 3-Phase 4-wire and ground.

NOTES

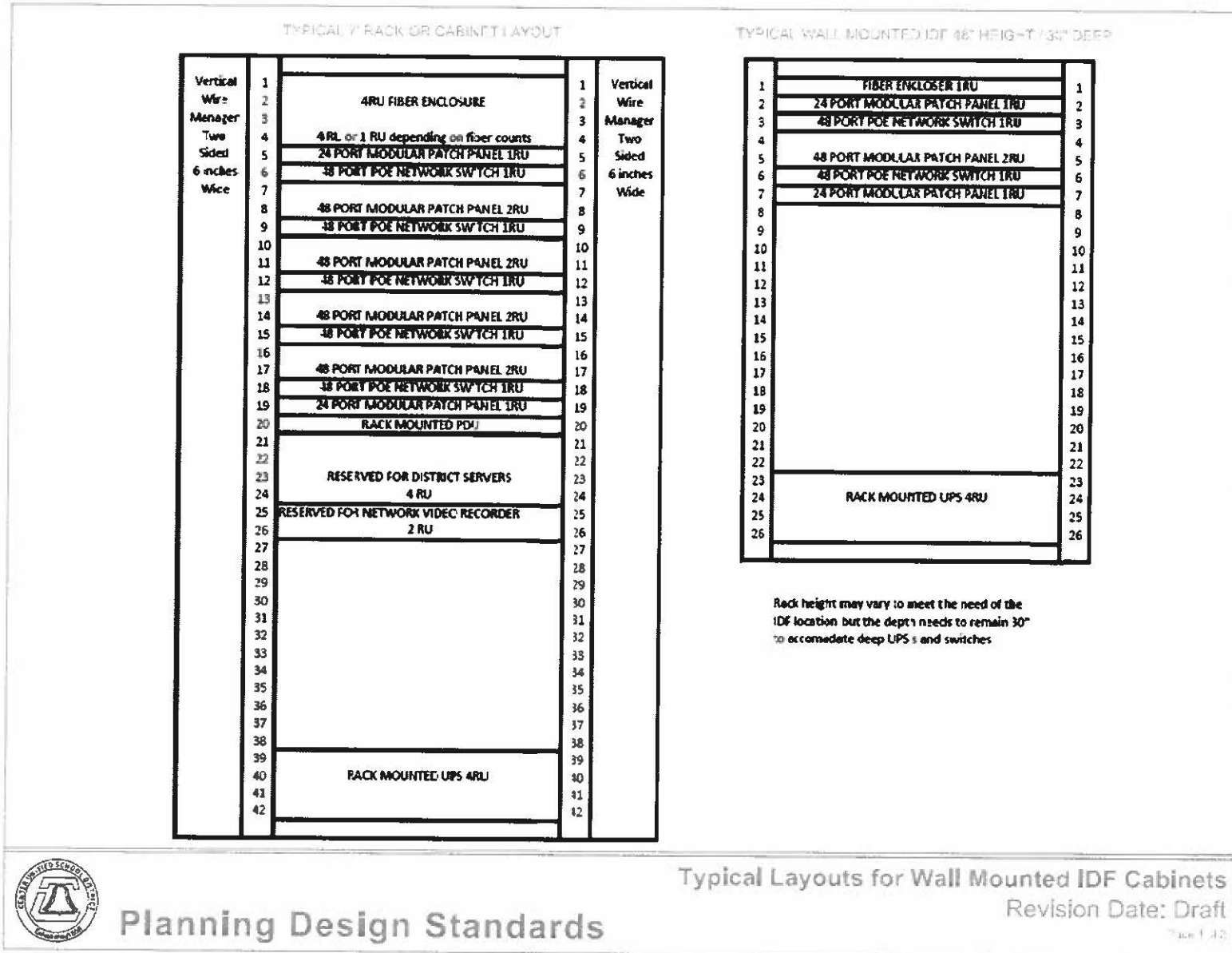
- All multi-day air conditioning units.
- All wall mounted racks, provide cover plate.



General - 1. Intermediate Distribution Frame (IDF) Room
Revision Date: Draft
Page 1 of 1

Planning Design Standards

Plan 4(a) – Typical IDF Cabinet Layout



Plan 4(b) – Typical IDF Cabinet Layout

TYPICAL WALL MOUNTED IDF 36" HEIGHT / 30" DEEP

1	FIBER ENCLOSURE 1RU	1
2	24 PORT MODULAR PATCH PANEL 1RU	2
3	48 PORT POE NETWORK SWITCH 1RU	3
4		4
5	48 PORT MODULAR PATCH PANEL 2RU	5
6	48 PORT POE NETWORK SWITCH 1RU	6
7	24 PORT MODULAR PATCH PANEL 1RU	7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
16	RACK MOUNTED UPS 4RU	16
17		17
18		18

Rack height may vary to meet the need of the IDF location but the depth needs to remain 30" to accommodate deep UPS's and switches

TYPICAL WALL MOUNTED IDF 24" HEIGHT / 30" DEEP

1	FIBER ENCLOSURE 1RU	1
2	24 PORT MODULAR PATCH PANEL 1RU	2
3	48 PORT POE NETWORK SWITCH 1RU	3
4		4
5	48 PORT MODULAR PATCH PANEL 2RU	5
6	48 PORT POE NETWORK SWITCH 1RU	6
7	24 PORT MODULAR PATCH PANEL 1RU	7
8		8
9		9
10	RACK MOUNTED UPS 1RU	10
11		11
12		12

Rack height may vary to meet the need of the IDF location but the depth needs to remain 30" to accommodate deep UPS's and switches



Planning Design Standards

Typical Layouts for Wall Mounted IDF Cabinets

Revision Date: Draft

Page 2 of 2



Exhibit D

Standard Renovation Cover Sheet Notes

The following notes are to be included verbatim on the coversheet of all renovation projects.

GENERAL NOTES:

1. This project site is an occupied school campus. The educational program takes precedence over construction activities. All construction activities shall be contained within fenced or barricaded areas in accordance with project specification and schedule requirements. Certain construction activities that generate disruptive noise, odors, dust and debris must be scheduled when the campus is not occupied.
2. This is an existing facility renovation project. All work shown, noted or detailed is new, except where indicated as existing or as existing to remain.
3. Photos if shown in this set of drawings do not preclude the pre-bid site visit requirements of the bidder. The Contractor shall be responsible for appropriate site visits to confirm existing field conditions prior to bidding.
4. Contractor shall field verify all dimensions and existing conditions at the site and shall report any discrepancies in writing to the Construction Manager by the means of a Request for Information (RFI) or as part of the applicable shop drawings or submittals.
5. Specific items noted to be verified or field verified are required to be verified prior to ordering materials or proceeding with the work.
6. Contractor is responsible for all incidental work necessary to complete the installation of new work. This includes, but is not limited to, the removal and/or reinstallation of all existing items, of portions of the existing construction whether shown or not.
7. The existing facility has asbestos containing material in various locations. Any part of the work requiring removal of asbestos containing material shall be performed in accordance with the Asbestos Abatement Specifications Exhibit 'C' of the Project Manual.
8. The existing facility has lead containing material in various locations. Any part of the work requiring removal of lead containing material shall be performed in accordance with the Lead Abatement Specifications Exhibit 'D' of the Project Manual.
9. The existing facility has PCB Ballast and Fluorescent Tube Materials in various locations. Any part of the work requiring removal of PCB Ballast and Fluorescent Tube Materials shall be performed in accordance with the PCB Ballast and Fluorescent Tube Materials Abatement Specifications Exhibit 'E' of the Project Manual.



FACILITY DESIGN STANDARDS

10. Contractor is responsible for protection, modification and re-installation of all existing rooftop piping, conduit, wire and equipment during the roof removal/replacement operations. This includes, but is not limited to, extensions of existing conduit and piping penetrations to accommodate new roofing requirements, replacement or modification of existing sleepers, blocking and supports. Provide new conduit, conductors, unistrut, etc. as necessary to accommodate new roofing requirements.
11. Prior to starting work on each phase, the Contractor shall request the Construction Manager to schedule a team meeting with all subcontractors, the Project Inspector, and the designated District representatives to survey existing equipment operations. The objective is to determine the operability of all existing mechanical equipment, fire alarm system, telephone system, intrusion alarm system, intercom system and any other devices and equipment that are to remain after phase completion. The Construction Manager shall prepare a written report documenting team field investigation and noting any existing items that are damaged or non-functional. Prior to occupancy another survey will be conducted with same team to determine if any item has been damaged or made inoperable. In the event that something has been damaged the General Contractor will be required to correct problem with an approved, qualified, technician.
12. Prior to the start of each phase the Construction Manager shall schedule the District to identify and tag all exposed wiring. District personnel shall remove any wiring identified as abandoned. Any wiring identified "to remain" shall be protected against damage during construction and inspected for damage at phase completion.
13. Prior to site mobilization, the General Contractor, the Construction Manager and Project Inspector are to meet on site and photo document the existing conditions of the Contractor's staging area and landscaped areas where trenching will be occurring or where vehicle traffic is anticipated. Also test irrigation system for proper operation. At project completion all areas must be restored to original condition including but not limited to installing sod at damaged turf areas, replacing damaged plantings, repairing damaged underground utilities, patching damaged asphalt paving, re-striping paving and replacement of damaged concrete. The General Contractor, the Construction Manager and Project Inspector shall meet on site at project completion and review all site conditions and operation of irrigation system.
14. The General Contractor is responsible to have emergency shut-off procedures in place prior to start of construction. The General Contractor and all Subcontractors shall familiarize themselves with all shut-off valve locations on site and have proper tools readily available to operate valves.



APPENDIX E:

Single Source Board Resolution

See Next Page



Resolution #16/2017-18

RESOLUTION OF THE GOVERNING BOARD OF THE

CENTER JOINT UNIFIED SCHOOL DISTRICT

**RESOLUTION AUTHORIZING THE DESIGNATION OF SPECIFIC
SYSTEMS, PRODUCTS AND/OR MATERIALS
IN THE SPECIFICATIONS FOR DISTRICT CONSTRUCTION PROJECTS**

WHEREAS, the Center Joint Unified School District ("District") is engaged in a program for the modernization and new construction of all its facilities ("Construction Projects"); and

WHEREAS, the District, pursuant to Public Contract Code Section 3400, intends to establish uniform, complete, and compatible District-wide systems, products and/or materials in order to facilitate the most competitive and feasible education for school children in the District; and

WHEREAS, the District, through its agents and consultants, has considered the benefits of requiring that those systems, products and/or materials identified on Exhibit A hereto be specified in its Construction Documents and be used in its Construction Projects; and

WHEREAS, the District has determined that those systems, products and/or materials identified in Exhibit A hereto are required to match other systems, products and/or materials in use on existing District construction projects either completed or in the course of completion; and that certain systems, products and/or materials may be needed to conduct field tests to determine whether they are suitable for future use; and

WHEREAS, the District also has determined that those systems, products and/or materials identified in Exhibit A hereto (1) increase efficiency of staff training for the maintenance of the products, equipment and systems; (2) provide form, fit and functional interchangeability for the purpose of system or unit integrity or maintainability; (3) meet the design standard determinations of the District; (4) are compatible with items to be added to existing systems; and (5) are compatible with District parts inventory and/or service capabilities; and

NOW, THEREFORE, BE IT RESOLVED, that the District's Board of Trustees agrees with, adopts and ratifies the findings set forth above and concludes that those systems, products and/or materials identified in Exhibit A hereto shall be specified in the District's Construction Documents and used on the District's Construction Projects.

BE IT FURTHER RESOLVED, the District's findings as stated hereinabove shall be described in the Invitation for Bids or Request for Proposals for all District Construction Projects specifying any of the systems, products and/or materials identified in Exhibit A hereto.



FACILITY DESIGN STANDARDS

Passed and adopted on this date, May 16, 2018 at a regular meeting of the Center Joint Unified School District Governing Board by the following vote:

Ayes:

Noes:

Abstained:

Absent:

BOARD OF TRUSTEES

Nancy Anderson, President

Kelly Kelley, Clerk

Delrae Pope, Member

Donald Wilson, Member

Jeremy Hunt, Board Representative

CERTIFICATE

State of California)

)

County of Placer)

I certify the above is a true copy of a Resolution adopted by the Board of Trustees of the Center Joint Unified School District on _____, at a regularly scheduled meeting of said Board.

School

Governing Board of the Center Joint Unified

District, County of Placer, State of California

By: _____
Scott A. Loehr, Superintendent



**EXHIBIT A TO RESOLUTION OF THE GOVERNING BOARD
OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT
RE: SUPPORT FOR THE DESIGNATION OF SPECIFIC SYSTEMS, PRODUCTS AND/OR
MATERIALS IN THE SPECIFICATIONS FOR DISTRICT CONSTRUCTION PROJECTS**

Center Joint Unified School District

**Single Source Manufacturers List
And District Facility standards**

<u>Specification Reference</u>	<u>System/Product</u>	<u>Manufacturer</u>
Division 8	Door Hardware Locksets and Keying (Schlage) Closers (LCN) Exit Devices (Von Duprin)	Ingersoll-Rand Company 200 Chestnut Ridge Road Woodcliff Lake, NJ 07675 201/573-0123 www.irco.com
Division 22	Plumbing Faucets	Chicago Faucet Company 2100 S. Clearwater Drive Des Plaines, IL 60018-5999 847/803-5000 www.precisionhardware.com
Division 22	Plumbing Fixtures Waterless Urinal	Sloan Valve Company 10500 Seymour Ave. Franklin Park, IL 60131 847/671-4300 www.sloan.com
Division 23	Energy Management System	Pelican Wireless Systems 2655 Collier Canyon Road Livermore, CA 94551 888/512-0490 www.pelicanwireless.com
Division 27	Intercom/Paging Clock/Bell System	ThreeSixty/Teradon, Inc. 541 Laser Road NE Rio Rancho, NM 87124 505/898-7230 800/326-8911 www.threesixty.tech



FACILITY DESIGN STANDARDS

<u>Specification Reference</u>	<u>System/Product</u>	<u>Manufacturer</u>
Division 28	Intrusion Alarm System	Ademco International A Honeywell Company 2 Corporate Center Drive., Suite 100 Melville, NY 11747 800/323-4576 www.security.honeywell.com
Division 28	Digital Video Surveillance System	Bosch Security 38000 Hills Tech Drive Farmington Hill, MI 48331 800-289-0096 www.us.boschsecurity.com
Division 28	Fire Alarm System	Silent Knight 12 Clintonville Road Northford CT 06472 203/484-7161 800/328-0103 www.silentknight.com
Division 32	Irrigation Controller	Rain Bird 970 West Sierra Madre Ave. Azusa CA 91702 626/812-3400 www.rainbird.com



Exhibit F

Facility Design Standards Revision Protocol

See Next Page

**Center Joint Unified School District
REQUEST FOR VARIANCE**Resubmittal: ☐ Yes
☐ No

CJUSD V.R. No. _____

Architect's V.R. No. _____

Project Information

Project Name: _____	Project #: _____
Project Manager: _____	Date: _____
Architect: _____	Firm: _____

Variance Information

Facility Design Standards Reference: _____		Section _____	Page _____
Request:			
Reason:			
Impact to Budget: \$ _____	Impact to Schedule: _____	DAYS	
Please Note: Design Team must provide and attach appropriate back up documents related to the Request for Variance topic for FDS Committee to perform their review.			

Variance Response

<input type="checkbox"/> Approved	FDS Representative Signature: _____ Date Response Issued to PM: _____
<input type="checkbox"/> Denied	
<input type="checkbox"/> Revise & Resubmit	