BIDDING AND CONTRACT DOCUMENTS

FOR

fMRI – LANDSCAPING REMOVAL
PROJECT NO. 950548
CONTRACT NO. 950548-MF-2016-89

City of Riverside, County of Riverside
California

March 4, 2016
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ADVERTISEMENT FOR BIDS

Subject to conditions prescribed by the University of California, Riverside, sealed bids for a lump sum contract are invited for the following Project:

fMRI - Landscaping Removal
PROJECT NO. 950548
CONTRACT NO. 950548-MF-2016-89
UNIVERSITY OF CALIFORNIA, RIVERSIDE
RIVERSIDE, CALIFORNIA

Project site is located adjacent to the Psychology Building and in the northeast corner of Parking Lot 6 at the campus of the University of California, Riverside. The project scope is limited to the cutting down, stump grinding, and removal of all existing trees and shrubs as noted on the Site Tree and Shrub Removal plans. All of the trees and shrubs indicated on the plan for removal shall be cut down and properly disposed within five days or sooner after the completion of the bird survey and authorization to proceed by the Biologist.

Estimated construction cost: $10,000.00

Bidding and Contract Documents will be available at 12:00 PM, on March 4, 2016, and will issued only at:

Architects & Engineers
University of California, Riverside
1223 University Avenue, Suite 240
Riverside, CA 92507
http://pdc.ucr.edu/business/contractors.html

PRE-BID CONFERENCE & SITE VISIT

Bidders must attend a mandatory Pre-Bid Conference and Site Visit at 9:00 AM, on March 8, 2016, at:

Architects & Engineers
University of California, Riverside
1223 University Avenue, Suite 210-16
Riverside, CA 92507

(Located in University Village, corner of University Avenue and Iowa Avenue.)

Phone: (951) 827-1269 Fax: (951) 827-3890

Bidders must provide their contact information and sign the Pre-Bid Conference and Site Visit attendance sheet. Only bidders who sign the attendance sheet will be eligible to submit bids for the Project as prime contractors.

Any bidder who enters the Pre-Bid Conference after 9:10 AM will be precluded from bidding as a prime contractor and may only bid as a subcontractor. Subcontractors are not required to attend; however we encourage their attendance.

UCR Architects and Engineers will provide parking validation to anyone attending the Conference. We suggest that you arrive early to allow time to park and walk to the Conference location.
BID DEADLINE

Sealed bids must be received on or before 2:00 PM, on March 11, 2016. Bids will be received only at:

Architects & Engineers
UNIVERSITY OF CALIFORNIA, RIVERSIDE
1223 University Avenue, Suite 240
Riverside, CA 92521

Immediately following the Bid Deadline, bids will be opened at the same location.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Bidder may be required to show evidence of its equal employment opportunity policy. The successful Bidder and its subcontractors will be required to follow the nondiscrimination requirements set forth in the Bidding Documents and to pay prevailing wage at the location of the work.

The successful Bidder must have the following State of California Contractor’s license current and active at the time of submission of the Bid: C27 – Landscaping Contractor and C-61 Limited Specialty Classification/D-49 Tree Service, or B – General Building Contractor.

The work described in the contract is a public work subject to section 1771 of the California Labor Code.

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

No contractor or subcontractor may be awarded any portion of this project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

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

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California, Riverside
Publication Dates: 03/04/2016 & 03/07/2016
PROJECT DIRECTORY

Project Name: fMRI – Landscaping Removal

Project Number: 950548

Location: University of California, Riverside

University: The Regents of the University of California

University's Representative: George MacMullin, P.E.
Interim Assistant Director
Architects & Engineers
University of California, Riverside
1223 University Avenue, Suite 240
Riverside, CA 92521

Tel: (951) 827-1397
Fax: (951) 827-4556
Email: george.macmullin@ucr.edu

Address for Stop Notices: University of California, Riverside
Accounting Office -002
Riverside, CA 92521-0123

Address for Demand for Arbitration: Western Case Management Center
6795 N. Palm Avenue, 2nd Floor
Fresno, CA 93704

A copy of the Demand for Arbitration must be sent to:
University of California
Office of the General Counsel
1111 Franklin Street, 8th Floor
Oakland, CA 94607-5200

END OF PROJECT DIRECTORY
INSTRUCTIONS TO BIDDERS

1. Bidder, by making a Bid, represents that (1) Bidder has read, understood, and made the Bid in accordance with the provisions of the Bidding Documents; (2) Bidder has visited the Project site and is familiar with the conditions under which the Work is to be performed and the local conditions as related to the requirements of the Contract Documents; (3) the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; (4) at the time of submission of the Bid, Bidder and all Subcontractors, regardless of tier, have the appropriate current and active licenses issued by the State of California Contractor's State License Board for the Work to be performed and any licenses specifically required by the Bidding Documents; (5) Bidder has read and shall abide by the nondiscrimination requirements contained in the Bidding Documents; (6) Bidder has the expertise and financial capacity to perform and complete all obligations under the Bidding Documents; (7) the person executing the Bid Form is duly authorized and empowered to execute the Bid Form on behalf of Bidder; and (8) Bidder is aware of and, if awarded the Contract, will comply with Applicable Code Requirements in its performance of the Work.

2. Bidder shall, before submitting its Bid, carefully study and compare the components of the Bidding Documents and compare them with any other work being bid concurrently or presently under construction which relates to the Work for which the Bid is submitted; shall examine the Project site, the conditions under which the Work is to be performed, and the local conditions; and shall at once report to University's Representative errors, inconsistencies, or ambiguities discovered. If Bidder is awarded the Contract, Bidder waives any claim arising from any errors, inconsistencies or ambiguities, that Bidder, its subcontractors or suppliers, or any person or entity under Bidder on the Contract became aware of, or reasonably should have become aware of, prior to Bidder’s submission of its Bid.

3. Any clarifications, interpretations, corrections, and changes to the Bidding Documents will be made in writing by Addenda.

4. Bidder shall visit the Project site in a mandatory Job Walk prior to submitting a Bid.

5. Bids shall be submitted on the Bid Form included with the Bidding Documents. Bidder shall make no stipulations on the Bid Form nor qualify the Bid in any manner.

6. Each Bid shall be accompanied by Bid Security (Bid Bond or cashier’s check) in the amount of 10% of the Lump Sum Base Bid as security for Bidder’s obligation to enter into a Contract with University on the terms stated in the Bid Form. When a Bid Bond is used for Bid Security, Bidder shall use the Bid Bond provided by University and included herein.

7. University will have the right to reject all Bids, or any Bid not accompanied by the required Bid Security or any other item required by the Bidding Documents, or a Bid which is in any other way incomplete or irregular. University will have the right, but is not required, to waive nonmaterial irregularities in a Bid. University will have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents.

8. University will select the apparent lowest responsive and responsible Bidder and notify such Bidder on University's form within 50 days (unless the number of days is modified in Supplementary Instructions to Bidders) after the Bid Deadline or reject all Bids. Within 10 days after receipt of notice of selection as the apparent lowest responsive and responsible Bidder, Bidder shall submit to University all of the following items:

   .1 Two originals of the Agreement signed by Bidder.
   .2 Two originals of the Payment Bond (as required).
   .3 Two originals of the Performance Bond (as required).
   .4 Certificates of Insurance on form provided by University required under Article 8 of the General Conditions.
   .5 Names of all Subcontractors, with their addresses, telephone number, facsimile number, contact person, portion of the Work and designation of any Subcontractor as a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Women-
owned Business Enterprise (WBE) and Disabled Veteran Business Enterprise (DVBE) on Report of Subcontractor Information in the form contained in the Exhibits.

6. Submit a cost breakdown in the form acceptable to the University (as required).

9. Any Bidder, person, or entity may file a Bid protest. The protest shall specify the reasons and facts upon which the protest is based and shall be filed in writing with the University campus or facility not later than 3 business days after the date of posting in a public place of Bid results. The campus or facility will review the protest and issue a decision resulting from such review. The decision is final and is not appealable within the University of California. The protest shall be filed at:

   Attn: Carmen Long, Contracts
   ARCHITECTS & ENGINEERS
   University of California, Riverside
   1223 University Avenue, Suite 240
   Riverside, CA 92521

END OF INSTRUCTIONS TO BIDDERS
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1. Contract Time: As specified in Section 1 of the Bid Form.

2. Not Applicable.

3. The apparent lowest responsive and responsible bidder will be selected on the basis of:

   ☑ The Lump Sum Base Bid as stated in the Bid Form. The Contract Sum will be the sum of the Lump Sum Base Bid.

4. The University has negotiated contracts with certain suppliers (listed in the “Information Available to Bidders”) to supply materials to University construction projects. Bidders may be able to obtain favorable pricing from the listed suppliers for materials required for this Contract. Bidders are not obligated to obtain any required materials from the listed suppliers. Use of any of the listed suppliers is at the bidder’s risk, and the University does provide any warranties, express or implied, with respect to the listed suppliers, their products and/or services. In particular, University does not warrant that the listed suppliers, their products and/or services are suitable for this Project.

5. Contractor will be assessed as liquidated damages the sum of $0.00 for each day the Work remains incomplete beyond the expiration of the Contract Time. After Substantial Completion, the rate for liquidated damages shall be reduced to the sum of $0.00. See Article 5 of the Agreement for detailed requirements.

6. Definitions: Except as otherwise specifically provided, definitions set forth in the General Conditions or in other Contract Documents are applicable to all Bidding Documents.

   .1 The term “Addenda” means written or graphic instruments issued by University prior to the Bid Deadline which modify or interpret the Bidding Documents by additions, deletions, clarifications, or corrections.

   .2 The term “Bid Deadline” means the date and time on or before which Bids must be received, as designated in the Request for Bids and which may be revised by Addenda.

   .3 The term “Bidder” means a person or firm that submits a Bid.

   .4 The term “Bidding Documents” means the construction documents prepared and issued for bidding purposes including all Addenda thereto.

   .5 The term “Lump Sum Base Bid” means the sum stated in the Bid for which Bidder offers to perform the Work described in the Bidding Documents, but not including Unit Price items or Alternates.

   .6 As used in these Instructions to Bidders, the term “Business Day” means any day other than a Saturday, a Sunday, and the holidays specified herein, and to the extent provided herein, if the Facility or applicable office of the University is closed for the whole of any day, insofar as the business of that office is concerned, that day shall be considered as a holiday for the purposes of computing time in these Instructions to Bidders. Holidays include January 1st, the third Monday in January, the third Monday in February, the last Monday in May, July 4th, the first Monday in September, November 11th, Thanksgiving Day, December 25th, and every day designated by the University as a holiday.

END OF SUPPLEMENTARY INSTRUCTIONS TO BIDDERS
INFORMATION AVAILABLE TO BIDDERS

The following information is made available for the convenience of bidders and is not a part of the Contract. The information is provided subject to the provisions of Article 3 of the General Conditions.

1. The University of California has contracts for materials, equipment and/or services with the suppliers listed on the Office of the President Procurement Services website at http://www.ucop.edu/procurement-services/supplier-information/ucop-designated-construction-agreements.html.

   General Contractors or others submitting bids for University construction projects may enter into agreements with these suppliers that utilize the pricing and terms contained in the University-supplier agreements. The university does not represent or warrant that materials/equipment/services of these suppliers meet the requirements of the University’s construction contracts.

   Use of such suppliers shall not relieve Contractor from its obligation to meet all contractual requirements in any contracts with the University. The university will not be a party to any agreements with such suppliers and accepts no performance obligations or liability with respect to such agreements.

2. Drawings:

   LR01 – Title Sheet
   LR02 – Notes and Legend
   LR03 – Landscaping Removal

END OF INFORMATION AVAILABLE TO BIDDERS
GENERAL NOTES

1. The following will indicate utility and irrigation service below the surface.

   1. Exposed utilities shall be covered by a minimum of 8" of soil at the time of excavation.
   2. Exposed utilities shall be covered by a minimum of 12" of soil at the time of backfill.
   3. Exposed utilities shall be covered by a minimum of 18" of soil at the time of final grading.
   4. Exposed utilities shall be covered by a minimum of 24" of soil at the time of final grading.
   5. Exposed utilities shall be covered by a minimum of 30" of soil at the time of final grading.
   6. Exposed utilities shall be covered by a minimum of 36" of soil at the time of final grading.
   7. Exposed utilities shall be covered by a minimum of 42" of soil at the time of final grading.
   8. Exposed utilities shall be covered by a minimum of 48" of soil at the time of final grading.
   9. Exposed utilities shall be covered by a minimum of 54" of soil at the time of final grading.
   10. Exposed utilities shall be covered by a minimum of 60" of soil at the time of final grading.
   11. Exposed utilities shall be covered by a minimum of 66" of soil at the time of final grading.
   12. Exposed utilities shall be covered by a minimum of 72" of soil at the time of final grading.
   13. Exposed utilities shall be covered by a minimum of 78" of soil at the time of final grading.
   14. Exposed utilities shall be covered by a minimum of 84" of soil at the time of final grading.
   15. Exposed utilities shall be covered by a minimum of 90" of soil at the time of final grading.
   16. Exposed utilities shall be covered by a minimum of 96" of soil at the time of final grading.
   17. Exposed utilities shall be covered by a minimum of 102" of soil at the time of final grading.
   18. Exposed utilities shall be covered by a minimum of 108" of soil at the time of final grading.
   19. Exposed utilities shall be covered by a minimum of 114" of soil at the time of final grading.
   20. Exposed utilities shall be covered by a minimum of 120" of soil at the time of final grading.
   21. Exposed utilities shall be covered by a minimum of 126" of soil at the time of final grading.
   22. Exposed utilities shall be covered by a minimum of 132" of soil at the time of final grading.
   23. Exposed utilities shall be covered by a minimum of 138" of soil at the time of final grading.
   24. Exposed utilities shall be covered by a minimum of 144" of soil at the time of final grading.
   25. Exposed utilities shall be covered by a minimum of 150" of soil at the time of final grading.
   26. Exposed utilities shall be covered by a minimum of 156" of soil at the time of final grading.
   27. Exposed utilities shall be covered by a minimum of 162" of soil at the time of final grading.
   28. Exposed utilities shall be covered by a minimum of 168" of soil at the time of final grading.
   29. Exposed utilities shall be covered by a minimum of 174" of soil at the time of final grading.
   30. Exposed utilities shall be covered by a minimum of 180" of soil at the time of final grading.
   31. Exposed utilities shall be covered by a minimum of 186" of soil at the time of final grading.
   32. Exposed utilities shall be covered by a minimum of 192" of soil at the time of final grading.
   33. Exposed utilities shall be covered by a minimum of 198" of soil at the time of final grading.
   34. Exposed utilities shall be covered by a minimum of 204" of soil at the time of final grading.
   35. Exposed utilities shall be covered by a minimum of 210" of soil at the time of final grading.
   36. Exposed utilities shall be covered by a minimum of 216" of soil at the time of final grading.
   37. Exposed utilities shall be covered by a minimum of 222" of soil at the time of final grading.
   38. Exposed utilities shall be covered by a minimum of 228" of soil at the time of final grading.
   39. Exposed utilities shall be covered by a minimum of 234" of soil at the time of final grading.
   40. Exposed utilities shall be covered by a minimum of 240" of soil at the time of final grading.
   41. Exposed utilities shall be covered by a minimum of 246" of soil at the time of final grading.
   42. Exposed utilities shall be covered by a minimum of 252" of soil at the time of final grading.
   43. Exposed utilities shall be covered by a minimum of 258" of soil at the time of final grading.
   44. Exposed utilities shall be covered by a minimum of 264" of soil at the time of final grading.
   45. Exposed utilities shall be covered by a minimum of 270" of soil at the time of final grading.
   46. Exposed utilities shall be covered by a minimum of 276" of soil at the time of final grading.
   47. Exposed utilities shall be covered by a minimum of 282" of soil at the time of final grading.
   48. Exposed utilities shall be covered by a minimum of 288" of soil at the time of final grading.
   49. Exposed utilities shall be covered by a minimum of 294" of soil at the time of final grading.
BID FORM

FOR:  
fMRI – Landscaping Removal  
PROJECT NUMBER: 950548  
CONTRACT NUMBER: 950548-MF-2016-89  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
RIVERSIDE, CALIFORNIA

March 4, 2016

Bid to:  
Contracts Administration  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
1223 University Avenue, Suite 240  
Riverside, CA 92521  
(951) 827-1269

1. BIDDER’S REPRESENTATIONS

Bidder, represents that a) Bidder and all Subcontractors, regardless of tier, has the appropriate current and active Contractor's licenses required by the State of California and the Bidding Documents; b) it has carefully read and examined the Bidding Documents for the proposed Work on this Project; c) it has examined the site of the proposed Work and all Information Available to Bidders; d) it has become familiar with all the conditions related to the proposed Work, including the availability of labor, materials, and equipment; e) Bidder and all Subcontractors, regardless of tier, are currently registered with the California Department of Industrial Relations pursuant to California Labor Code Section 1725.5 and 1771.1. Bidder hereby offers to furnish all labor, materials, equipment, tools, transportation, and services necessary to complete the proposed Work on this Project in accordance with the Contract Documents for the sums quoted. If awarded the Contract, Bidder agrees to complete the proposed Work within 5 days after the date of commencement specified in the Notice to Proceed.

2. ADDENDA

Bidder acknowledges receipt of all Addenda. Bidder acknowledges that it is Bidder's responsibility to ascertain whether any Addenda have been issued and, if so, to obtain copies of such Addenda from the University at the address stated above.

3. LUMP SUM BASE BID

$  ,  .  

(Place figures in appropriate boxes.)
5. **LIST OF SUBCONTRACTORS**

Bidder will use Subcontractors for the Work:

Yes _____  No _____

If "yes", provide in the spaces below (a) the name, the location of the place of business, and the California contractor license number of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the state of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime contractor's total bid, (b) the portion of the work which will be done by each subcontractor. The prime contractor shall list only one subcontractor for each such portion as is defined by the prime contractor in its bid.

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<tr>
<th>Portion of the Work Activity (e.g. electrical, mechanical, concrete)</th>
<th>Subcontractor</th>
<th>Name of Business</th>
<th>Location of Business (City)</th>
<th>License No.</th>
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(Note: Add additional pages if required.)
6. **REQUIRED COMPLETED ATTACHMENTS:**

The following documents are submitted with and made a condition of this Bid:

1. **Bid Security in the form of** ______________________ Not Applicable ______________________
   (Bid Bond or Certified Check)

**CALIFORNIA CONTRACTOR’S LICENSE(S):**

<table>
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<th>(Name of Licensee)</th>
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AGREEMENT

This AGREEMENT is made on _____, between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ("University"),

whose address for notices is: Architects & Engineers
UNIVERSITY OF CALIFORNIA, RIVERSIDE
1223 University Avenue, Suite 240
Riverside, CA 92521

and Contractor: CONTRACTOR'S NAME

whose address for notices is: Street Address
City, State & Zip

for the Project: fMRI – Landscaping Removal
Project Number: 950548
University of California, Riverside
County of Riverside
Riverside, California 92521

University's Representative is: George MacMullin

whose address for notices is: Architects & Engineers
UNIVERSITY OF CALIFORNIA, RIVERSIDE
1223 University Avenue, Suite 240
Riverside, CA 92521

University and Contractor hereby agree as follows:

ARTICLE 1 - THE WORK. The term "Work" means all construction, services and other requirements of the Contract Documents as modified by Change Order, whether completed or partially completed, and includes all labor, materials, equipment, tools, and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

ARTICLE 2 - CONTRACT DOCUMENTS. "Contract Documents" means Request for Bids, Instructions to Bidders, Supplementary Instructions to Bidders, Bid Form, this Agreement, General Conditions, Supplementary Conditions, Exhibits, Specifications, Notice to Proceed, Change Orders, Notice of Completion, and all other documents identified in this Agreement of which together form the contract between University and Contractor for the Work (the "Contract").

ARTICLE 3 - THE CONTRACT SUM. Subject to the provisions of the Contract Documents, University will pay to Contractor, for the performance of the Work, ($CONTRACT SUM), (the "Contract Sum").

ARTICLE 4 - CONTRACT TIME. Contractor shall commence the Work on the date specified in the Notice to Proceed and fully complete the Work within 5 calendar days (the "Contract Time"). If Contractor is delayed in the completion of the Work by conditions beyond its control, a Change Order may be issued to make any necessary adjustment of the Contract Time. If the delay is an unreasonable delay caused by University, the Contract Sum may also be adjusted by Change Order.

ARTICLE 5 - LIQUIDATED DAMAGES. If Contractor fails to complete the Work within the Contract Time, Contractor shall pay to University, as liquidated damages and not as a penalty, the sum of $0 for each day after the expiration of the Contract Time that the Work remains incomplete. After Substantial Completion, the rate for liquidated damages shall be reduced to the sum of $0 per day. University and Contractor agree that
if the Work is not completed within the Contract Time, University's damages would be extremely difficult or impracticable to determine and that the aforesaid amount is a reasonable estimate of and a reasonable sum for such damages. University may deduct any liquidated damages due from Contractor from any amounts otherwise due to Contractor under the Contract Documents. This provision shall not limit any right or remedy of University in the event of any other default of Contractor other than failing to complete the Work within the Contract Time. This provision shall not be applicable nor act as a limitation upon University if Contractor abandons the Work. In such event, Contractor shall be liable to University for all losses and damages incurred by University.

ARTICLE 6 - COMPENSABLE DELAY – Not Used

THIS AGREEMENT is entered into by University and Contractor as of the date set forth above.

CONTRACTOR:

________________________________________
(Name of Company)

California Contractor's License(s):

________________________
(Name of Licensee)

a

________________________
(Type of Organization)

________________________
(Name of Licensee)

By: ____________________________________
(Signature)

________________________
(Classification and License Number)

By: ____________________________________
(Signature)

________________________
(Print Name)

________________________
(Expiration Date)

________________________
(Employer Identification Number)

Recommended:
University’s Representative

________________________________________
(Signature)

George MacMullin
Interim Assistant Director
Architects & Engineers

________________________________________
(Print Name & Title)

Funds Sufficient:
Financial Administrative Officer

________________________________________
(Signature)

Sabrina Schuster
Interim Assistant Director of Finance
Architects & Engineers

________________________________________
(Print Name & Title)

UNIVERSITY:
The Regents of the University of California

________________________________________
(Signature)

Rob Gayle, AIA
Associate Vice Chancellor/Campus Architect
Architects & Engineers

________________________________________
(Print Name & Title)

Attach notary acknowledgment for all signatures of Contractor. If signed by other than the sole proprietor, a general partner or corporate officer, attach original notarized Power of Attorney or Corporate Resolution.
GENERAL CONDITIONS

ARTICLE 1 - SUBCONTRACTORS. Contractor shall provide to University, prior to commencement of the Work, a list of all Subcontractors to be used to perform the Work. No substitution of Subcontractors shall be made without University's written consent.

ARTICLE 2 - CHANGES IN THE WORK. University may order changes in the Work. Contractor shall not make any change in the Work or be entitled to any adjustment of the Contract Sum or Contract Time, except as provided in a written Field Order or Change Order signed by University. A Field Order may be issued by University without Contractor's signature to order Contractor to perform Work whether or not it represents a change in the Work. If there is a change in the Work, a Change Order is used to modify the Contract including but not limited to an adjustment of the Contract Sum and/or Contract Time. Any adjustment to the Contract Sum and/or Contract Time shall be in accordance with the provisions of the Contract.

ARTICLE 3 - PAYMENT. University agrees to pay monthly to Contractor an amount equal to the sum of the following:

.1 Cost of the Work in permanent place as of the date of the Contractor's Application for Payment.
.2 Plus cost of materials not yet incorporated in the Work, subject to limitations below.
.3 Less amounts previously paid.

University reserves the right to withhold payments for Defective Work, stop notices, third party claims, failure to pay Subcontractors or suppliers, damages, disputed amounts and amounts owing by Contractor to University, or as otherwise provided by the Contract Documents.

Subject to the foregoing, University will make payment within 20 days after receipt of the Application for Payment with supporting data required by University.

ARTICLE 4 - RESOLUTION OF CLAIMS. Unresolved claims between University and Contractor, for which prompt written notice has been given followed by adequate supporting data within a reasonable time, shall be settled by mediation, if agreed to by both parties, or by arbitration conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Unless otherwise directed by University, Contractor shall proceed with the Work regardless of any dispute or claim.

ARTICLE 5 - PROTECTION OF PERSONS AND PROPERTY. Contractor shall take necessary precautions for the safety and protection of persons and property in the areas of the Work.

ARTICLE 6 - USE OF SITE AND CLEAN UP. Contractor shall confine its operations to areas permitted by the Contract Documents and keep the Project site clean and free from unreasonable accumulation of excess dirt, materials, or waste caused by Contractor.

ARTICLE 7 - INDEMNIFICATION BY CONTRACTOR. Contractor shall indemnify, defend, and hold University harmless from and against all losses resulting from liability for damages due to bodily injury, personal injury, and property damage caused by a negligent act, omission, or willful misconduct of Contractor or any of its Subcontractors, agents, or employees.

ARTICLE 8 - INSURANCE. Contractor shall furnish and maintain insurance in the coverages and amounts specified in the Supplementary Conditions. Contractor shall require all Subcontractors to maintain Worker's Compensation and Employer's Liability insurance. Certificates for all required insurance shall be completed and submitted to University prior to University signing the Agreement.

ARTICLE 9 - BENEFICIAL OCCUPANCY AND SUBSTANTIAL COMPLETION. University reserves the right, at its option and convenience, to occupy or otherwise make use of all or any part of the Work ("Beneficial Occupancy") prior to completion of the Work and upon 10 days' written notice to Contractor. In such event, Contractor shall continue to maintain all insurance required under this Contract. At the request of the Contractor, the University's Representative will review the progress of the Work and determine the date when the Work is complete and in accordance with the Contract Documents.
ARTICLE 10 - CORRECTION OF DEFECTIVE WORK AND GUARANTEE TO REPAIR PERIOD.
"Defective Work" means any Work or portion thereof which is defective or otherwise does not conform with the requirements of the Contract Documents. "Guarantee to Repair Period" means a period of 1 year after the date of Substantial Completion of the Work or any longer period specified in the Contract Documents. Contractor shall, within 10 days after receipt of notice from University, (1) correct any Defective Work to University's satisfaction and (2) replace any other property which is damaged by the correction of Defective Work.

ARTICLE 11 - TERMINATION. University reserves the right to terminate this Contract for violation of any provisions herein or for performance of Work which remains uncorrected or unacceptable to University. University may also elect to terminate this contract for convenience upon written notice to Contractor. If the contract is terminated for convenience the Contractor waives all claims for loss of anticipated profits and damages and agrees that its sole and exclusive remedy is payment of the amount of the Contract Sum allocable to the portion of the Work properly performed as of the date of termination, less sums previously paid, plus any proven losses with respect to materials and equipment directly resulting from such termination, plus reasonable demobilization costs, plus reasonable costs of preparing a statement of costs, expenses, and losses in connection with such termination.

ARTICLE 12 - CONSTRUCTION BY UNIVERSITY OR SEPARATE CONTRACTORS. University may perform work on the Project site with University's own forces or with separate contractors.

ARTICLE 13 - STATUTORY REQUIREMENTS. Contractor shall perform the Work in accordance with laws, statutes, the most recent building codes, ordinances, rules, regulations, and lawful orders of all public authorities having jurisdiction over Contractor, University, or the Project, including, without limitation, the following:

1. Nondiscrimination. Contractor agrees as follows during the performance of the Work: Contractor shall provide equal treatment to, and shall not willfully discriminate against or allow harassment of any employee or applicant for employment on the basis of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition (as defined in Section 12926 of the State of California Government Code and including cancer-related medical conditions and or genetic characteristics); genetic information (as defined in the Genetic Information Nondiscrimination Act of 2008 and including family medical history); marital status; gender identity, pregnancy, or citizenship (within the limits imposed by law or University's policy) or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). Contractor will also take affirmative action to ensure that any such employee or applicant for employment is not discriminated against on any of the bases identified above. Such equal treatment shall apply, but not be limited to the following: employment; upgrade; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor also agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that qualified applicants will receive consideration for employment without regard to: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition (as defined in Section 12926 of the State of California Government Code and including cancer-related medical conditions and or genetic characteristics); genetic information (as defined in the Genetic Information Nondiscrimination Act of 2008 and including family medical history); marital status; gender identity, pregnancy, or citizenship (within the limits imposed by law or University's policy) or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). For purposes of this provision: (1) "Pregnancy" includes pregnancy, childbirth, and medical conditions related to pregnancy and
childbirth; and (2) "Service in the uniformed services" includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

2. **Prevailing Wages.** Contractor shall comply and shall ensure that all Subcontractors comply with prevailing wage law pursuant to the State of California Labor Code, including but not limited to Sections 1770, 1771, 1771.1, 1772, 1773, 1773.1, 1774, and 1775, 1776, 1777.5, and 1777.6 of the State of California Labor Code. Compliance with these sections is required by this Contract. The Work under this Contract is subject to compliance monitoring and enforcement by the State of California Department of Industrial Relations.

The State of California Department of Industrial Relations has ascertained the general prevailing per diem wage rates in the locality in which the Work is to be performed for each craft, classification, or type of worker required to perform the Work. A copy of the general prevailing per diem wage rates will be on file at University's principal facility office and will be made available to any interested party upon request. Contractor shall post a copy of the general prevailing per diem wage rates as well as job site notices as prescribed by regulation at the job site. By this reference, such schedule is made part of the Contract Documents. Contractor shall pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Contractor in the execution of the Work. Contractor shall cause all subcontracts to include the provision that all Subcontractors shall pay not less than the prevailing rates to all workers employed by such Subcontractors in the execution of the Work. Contractor shall forfeit to University, as a penalty, not more than $200 for each calendar day or portion thereof for each worker that is paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any portion of the Work done by Contractor or any Subcontractor. The amount of this penalty shall be determined pursuant to applicable law. Such forfeiture amounts may be deducted from the Contract Sum or sought directly from the surety under its Performance Bond if there are insufficient funds remaining in the Contract Sum. Contractor shall also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Work, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker. Review of any civil wage and penalty assessment shall be made pursuant to section 1742 of the California Labor Code.

3. **Payroll Records.** Contractor shall, and cause all Subcontractors to, keep accurate payroll records and comply with all requirements of State of California Labor Code Section 1776.

4. **Apprentices.** Contractor shall, and cause all Subcontractors to, comply with all requirements of State of California Labor Code Sections 1777.5, 1777.6, and 1777.7 and State of California Code of Regulations, Title 8, Section 200, and the applicable sections that follow, regarding apprentices. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and written apprentice agreements under which the apprentice is training and in accordance with prevailing wage law pursuant to the Labor Code, including but not limited to Section 1777.5. The Contractor bears responsibility for compliance with this section for all apprenticeable occupations.

5. **Work Day.** Contractor shall not permit any worker to labor more than 8 hours during any 1 day or more than 40 hours during any 1 calendar week, except as permitted by law and in accordance with conditions provided by law. Contractor shall forfeit to University, as a penalty, $25.00 for each worker employed in the execution of the Work by Contractor or any Subcontractor, for each day during which each worker is required or permitted to work more than 8 hours in any 1 day and 40 hours in any 1 calendar week in violation of the provisions of any law of the State of California. Contractor and each Subcontractor shall keep, or cause to be kept, an accurate record showing the actual hours worked each day and each calendar week by each worker employed on the Project, which record shall be kept open at all reasonable hours to the inspection of University, its officers and agents, and to the inspection of the appropriate enforcement agency of the State of California.
6. **Patient Health Information.** Contractor acknowledges that its employees, agents, subcontractors, consultants and others acting on its behalf may come into contact with Patient Health Information ("PHI") while performing work at the Project Site. This contact is most likely rare and brief (e.g. walking through a clinic where patient files may be visible, overhearing conversations between physicians while working or touring a hospital, noticing a relative or acquaintance receiving treatment in a University facility, etc.). Contractor shall immediately notify University Representative of any such contact. Any and all forms of PHI should not be examined closer, copied, photographed, recorded in any manner, distributed or shared. Contractor will adopt procedures to ensure that its employees, agents and subcontractors refrain from such activity. If Contractor, its employees, agents or subcontractors do further examine, copy, photograph, record in any manner, distribute or share this information, Contractor will report such actions immediately to the University Representative. Contractor will immediately take all steps necessary to stop any such actions and will ensure that no further violations of this contractual responsibility will occur. Contractor will report to University Representative within five (5) days after Contractor gives University Representative notice of the event/action of the steps taken to prevent future occurrences.

**ARTICLE 14 - RIGHT TO AUDIT.** University and entities designated by University shall have the right to inspect, copy, and audit all books and records of Contractor relating to the Work. Contractor shall preserve all such books and records for a period of at least 3 years after the date of final payment to Contractor.
# SUPPLEMENTARY CONDITIONS

1. **TYPES OF INSURANCE:**

Contractor shall furnish and maintain insurance in the amounts below.

   The insurance required by paragraph 1 and 2 shall be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Such insurance shall be written for not less than the following:

<table>
<thead>
<tr>
<th>Minimum Requirement</th>
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<tbody>
<tr>
<td><strong>1. Commercial Form General Liability Insurance-</strong></td>
</tr>
<tr>
<td><strong>Limits of Liability</strong></td>
</tr>
<tr>
<td>Each Occurrence-Combined Single Limit for Bodily Injury and Property</td>
</tr>
<tr>
<td>Products-Completed Operations Aggregate</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
</tr>
<tr>
<td>General Aggregate</td>
</tr>
</tbody>
</table>

2. **Business Automobile Liability Insurance-Limits of Liability**

   Each Accident-Combined Single Limit for Bodily Injury and Property Damage | $1,000,000.00 |

The insurance required by paragraphs 1 and 2 shall provide as follows: The Regents of the University of California, The University of California, University, and each of their Representatives, consultants, officers, agents, employees, and each of their Representative's consultants, regardless of whether or not identified in the Contract Documents or to the Contractor in writing, will be included as additional insureds on the Contractor’s General Liability insurance for and relating to the Work to be performed by the Contractor and Subcontractors pursuant to additional insured endorsement CG2010 (11/85) or a combination of both CG 2010 (10/01 or 07/04) and CG 2037 (10/01 or 07/04). This requirement shall not apply to Worker’s Compensation and Employer’s Liability insurance.

Insurance required by Paragraph 11.1.2.3 shall be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University. Such insurance shall be written for not less than the following:

<table>
<thead>
<tr>
<th>Minimum Requirement</th>
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<tbody>
<tr>
<td><strong>3. WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY –</strong></td>
</tr>
<tr>
<td>Worker's Compensation:</td>
</tr>
<tr>
<td>Employer’s Liability:</td>
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<tr>
<td>Each Employee</td>
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<tr>
<td>Each Accident</td>
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<tr>
<td>Policy Limit</td>
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</table>
2. PAYMENT BOND AND PERFORMANCE BOND - Not Used

3. Article 3 of the General Conditions is modified as follows:

   University agrees to pay monthly to Contractor an amount equal to 95% of the sum of the following:

   .1 Cost of the Work in permanent place as of the date of the Contractor's Application For Payment.
   .2 Plus cost of materials not yet incorporated in the Work, subject to limitations below.
   .3 Less amounts previously paid.

   University reserves the right to withhold payments for Defective Work, stop notices, third party claims, failure to pay Subcontractors or suppliers, damages, disputed amounts and amounts owing by Contractor to University, or as otherwise provided by the Contract Documents.

   Subject to the foregoing, University will make payment within 20 days after receipt of the Application for Payment with supporting data required by University. Contractor's Application for Payment may be in the form of an itemized invoice in lieu of the University's form.

END OF SUPPLEMENTARY CONDITIONS
EXHIBITS

Attached in Alphabetical Order:

Certificate of Insurance
Change Order
Change Order Request (Cost Proposal)
Field Order
Final Distribution of Contract Dollars
Final Inspection Acceptance
Report of Subcontractor Information
Self-Certification Form
CERTIFICATE OF LIABILITY INSURANCE
(for non-UCIP Construction Projects and Consultant/Design Contracts)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME: [Name]
PHONE: [Number]
FAX: [Number]
E-MAIL ADDRESS: [Email]

INSURER(S) AFFORDING COVERAGE NAIC #

INSURED

INSURER A :
INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>INSR LTR</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL/ SUBR</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>GENERAL LIABILITY</td>
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WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY

ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [Y/N] N/A
(Required in NH) if you, describe under DESCRIPTION OF OPERATIONS below

PROFESSIONAL LIABILITY

OCCUR | CLAIMS-MADE

Special Provisions:
1. The Regents of the University of California, The University of California, University, and each of their Representatives, consultants, officers, agents, employees, and each of their Representative’s consultants, are included as additional insureds on the general liability policy as required by contract and pursuant to additional insured endorsement CG2010 (11/85) or a combination of both CG 2010 (10/01 or 07/04) and CG 2037 (10/01 or 07/04) but only in connection with MRI Landscaping Removal, Project No. 950548, Contract No. 950548-MF-2016-89.
2. The General Liability coverage contains a Severability of Interest provision and shall be primary insurance as respects The Regents of the University of California, its officers, agents and employees. Any insurance or self-insurance maintained by The Regents of the University of California shall be excess of and non-contributory with this insurance.

CERTIFICATE HOLDER: The Regents of the University of California

Forward to: UNIVERSITYCAPITAL PROGRAMS ARCHITECTS & ENGINEERS, ATTN: CONTRACTS 1223 UNIVERSITY AVENUE, SUITE 240 RIVERSIDE, CA. 92521

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved. ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD
**CHANGE ORDER**

<table>
<thead>
<tr>
<th>Contract Date:</th>
<th>Change Order No.:</th>
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<th>Date Issued:</th>
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To Contractor:

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**DESCRIPTION OF CHANGE:** (Reference attachments)

<table>
<thead>
<tr>
<th>Contract Sum Adjustment</th>
<th>Contract Time Adjustment</th>
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1. 

2. 

☐ Description of Change continued on Page 2. Subtotal from Page 2: $0.00 0

Adjustment of Contract Sum:

<table>
<thead>
<tr>
<th>Original Contract Sum:</th>
<th>Prior Adjustments:</th>
<th>Contract Sum before this Change:</th>
<th>Adjustment for this Change:</th>
<th>Revised Contract Sum:</th>
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Adjustment of Contract Time:

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<th>Original Contract Time:</th>
<th>Prior Adjustments:</th>
<th>Contract Time before this Change:</th>
<th>Adjustment for this Change:</th>
<th>Revised Contract Time:</th>
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Start Date: 

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<th>Original Final Completion Date:</th>
<th>Revised Final Completion Date:</th>
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<td>#.#.#.#.#.#.#.</td>
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Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

Accepted:

By: Contractor

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<th>(Signature &amp; Date)</th>
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Recommended:

By: University's Representative

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<th>(Print Name &amp; Title)</th>
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Funds Sufficient:

By: Financial Administrative Officer

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<th>(Signature &amp; Date)</th>
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Approved:

University: The Regents of the University of California

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<th>(Signature &amp; Date)</th>
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</table>

George MacMullin, P.E.
Interim Assistant Director
Architects & Engineers

Sabrina Schuster
Interim Assistant Director of Finance
Architects & Engineers

Rob Gayle, AIA
Associate Vice Chancellor/Campus Architect
Architects & Engineers

2011-09-20

(Print Name & Title)
## DESCRIPTION OF CHANGE - CONTINUED

<table>
<thead>
<tr>
<th></th>
<th>Contract Sum Adjustment</th>
<th>Contract Time Adjustment</th>
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</table>

Subtotals: $0.00 0
CHANGE ORDER REQUEST

Date: __________________________ Change Order Request (COR) No. _________

Scope of Change:

Instructions:

1. Complete this form by providing (a) all information required above, (b) the amount and justification based upon the Contract Schedule for any proposed adjustment of Contract Time, (c) the proposed adjustment of Contract Sum, (d) the attached “Cost Proposal Summary,” and (e) the attached form entitled, “Supporting Documentation for the Cost Proposal Summary.”

2. Attach the form entitled “Supporting Documentation for the Cost Proposal Summary” for Contractor and each Subcontractor involved in the Extra Work. Each such form shall be completed and signed by Contractor or Subcontractor actually performing the Work Activity identified on the form. Attach supporting data to each such form to substantiate the individually listed costs. The costs provided on these forms shall be used to substantiate additional costs shown on the Cost Proposal Summary.

3. The Contractor Fee shall be computed on the Cost of Extra Work of Contractor and each Subcontractor involved in the Extra Work; and shall constitute full compensation for all costs and expenses related to the subject change and not listed in the “Supporting Documentation for the Cost Proposal Summary,” including overhead and profit.

Adjustment of the Contract Time (Include justification based upon the Contract Schedule): __________________________ (Days)

Adjustment of the Contract Sum (Total from Line 18, Col. 4 of Cost Proposal Summary): $ ______________

Submitted: CONTRACTOR

Received: UNIVERSITY’S REPRESENTATIVE

______________________________________________
(Company Name)

______________________________________________
(Signature & Date)

______________________________________________
(Signature & Date)

George MacMullin, P.E.
Interim Assistant Director
Architects & Engineers

______________________________________________
(Print Name & Title)

______________________________________________
(Print Name & Title)

cc: Associate Vice Chancellor, Campus Architect, Architect & Engineers
## COST PROPOSAL SUMMARY

**Contractor:**

<table>
<thead>
<tr>
<th>(1) Contractor</th>
<th>(2) 1st Tier Subs</th>
<th>(3) 2nd &amp; Lower Tier Subs</th>
<th>(4) Total</th>
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<tbody>
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</tbody>
</table>

### ACTUAL COSTS

1. Straight Time Wages/Salaries - Labor -
2. Fringe Benefits and Payroll Taxes - Labor -
3. Overtime Wages/Salaries - Labor -
4. Fringe Benefits & Payroll Taxes - Overtime -
5. Materials & Consumable Items -
6. Sales Taxes (On Line 5) -
7. Rental Charges -
8. Royalties -
9. Permits -
10. Total Direct Expense (Sum of Lines 1-9) -$ - $ - $ - $
11. Insurance & Bonds (up to 2% of Line 10) - - - -

### CONTRACTOR FEE

12. Sub-Sub (15% of Line 10, Col. 3) -
13. Subcontractor (5% of Line 10, Col. 3) -
14. Subcontractor (15% of Line 10, Col. 2) -
15. Contractor (5% of Line 10, Col. 2 & 3) -
16. Contractor (15% of Line 10, Col. 1) -
17. Contractor Fee (Sum of Lines 12-16) -$ - $ - $ - $

**TOTAL** 18. Sum of Lines 10, 11, & 17

Actual Costs are taken from Line 12 of the attached forms entitled, “Supporting Documentation For the Cost Proposal Summary” for Contractor and each Subcontractor involved in the Extra Work.
**SUPPORTING DOCUMENTATION FOR THE COST PROPOSAL SUMMARY**

Supporting Documentation  
From: ________________________________  COR No. ________  

(Contractor/Subcontractor Name)  

Work Activity: ________________________________  

<table>
<thead>
<tr>
<th>COST ITEM</th>
<th>DESCRIPTION</th>
<th>COST(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Straight Time Wages/Salaries-Labor</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Fringe Benefits &amp; Payroll Taxes-Labor: ___% of Line 1</td>
<td></td>
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<tr>
<td>3.</td>
<td>Overtime Wages/Salaries-Labor (Attach University's Representative's written authorization.)</td>
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<tr>
<td>5.</td>
<td>Materials &amp; Consumable Items</td>
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</tr>
<tr>
<td>6.</td>
<td>Sales Taxes: ___% of Line 5</td>
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<tr>
<td>7.</td>
<td>Rental Charges (Attach CalTrans' Schedule.)</td>
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</tr>
<tr>
<td>8.</td>
<td>Royalties</td>
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</tr>
<tr>
<td>9.</td>
<td>Permits</td>
<td></td>
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<td>10.</td>
<td>Total Direct Expense (Sum of Lines 1-9)</td>
<td>$-</td>
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<tr>
<td>11.</td>
<td>Insurance &amp; Bonds ___% of Line 10 (up to 2% of Line 10)</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL 12.</td>
<td>Sum of Lines 10 &amp; 11</td>
<td>$-</td>
</tr>
</tbody>
</table>

**Prepared By:**(2)  
(Company Name)  
(Signature & Date)  
(Print Name & Title)  

**CONTRACTOR:**(3)  
(Company Name)  
(Signature & Date)  
(Print Name & Title)  

**Notes:**  
(1) Round off all costs to the nearest dollar.  
(2) This form shall be prepared and signed by Contractor or Subcontractor actually performing the Work Activity indicated above.  
(3) If this form is signed by a Subcontractor, it shall be reviewed and signed by Contractor certifying the accuracy of the information.
FIELD ORDER

Contract Date: ___________________________  Field Order No. ________

To Contractor: ________________________________

  Attn: _______________________________________
  Address: _____________________________________

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Estimated Adjustment, Contract Sum</th>
<th>Estimated Adjustment, Contract Time</th>
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</table>

By University’s Representative:

__________________________________________
(Signature & Date)
George MacMullin, P.E.
Interim Assistant Director
Architects & Engineers

NOTE: If the work described above constitutes a change, this Field Order will be superseded by a Change Order that will include the scope of the change in the Work and any actual adjustments of the Contract Sum and the Contract Time.

cc:  Associate Vice Chancellor, Campus Architect, Architects & Engineers
# FINAL DISTRIBUTION OF CONTRACT DOLLARS

Completed By: ____________________________  ____________________________  ____________________________  
(Signature)  (Printed Name)  (Title)  Date: ________________

Provide the following information for each contracting party including the prime Contractor and each subcontractor/subconsultant regardless of tier.*  Attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7a</th>
<th>7b</th>
<th>7c</th>
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</thead>
<tbody>
<tr>
<td>Full Name of Business</td>
<td>Street Address City, State &amp; Zip Code</td>
<td>Telephone # &amp; Fax #</td>
<td>Contact Name</td>
<td>Type of Ownership</td>
<td>Business Categories (Check all that apply [X])</td>
<td>Portion of the Work</td>
<td>Amount $</td>
<td>Percent %</td>
</tr>
<tr>
<td>Prime:</td>
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</tr>
</tbody>
</table>

**Column 5 – Type of Ownership**
- C = Corporation
- JV = Joint Venture
- P = Partnership
- SP = Sole Proprietorship
- O = Other

**Column 6 – Business Categories**
- SBE = Small Business Enterprise
- DVBE = Disabled Veteran Business Enterprise
- DBE = Disadvantaged Business Enterprise
- WBE = Women-Owned Business Enterprise
- N/A = Not Applicable

Total Contract Amount: $ ____________________________

*Regardless of tier, a completed Self-Certification form must be submitted for the prime Contractor and each subcontractor/subconsultant shown on this Exhibit.

**If a prime Contractor, refer to the Report of Subcontractor Information for license and other information.
FINAL INSPECTION ACCEPTANCE

Contract Date: ____________________   Final Inspection Date: ____________________

To Contractor: ____________________________
  Attn: ____________________________
  Address: ____________________________

The above Project was inspected and accepted as of the above Final Inspection Date. No outstanding work remains to be performed. All required submittals have been received. All training has been performed pursuant to the Contract.

The following Change Orders for time and/or money ONLY remain unexecuted:

By: Inspector

By: Design Professional

By: University’s Representative

By: University’s Responsible Administrator

______________________________
(Signature & Date)

______________________________
(Print Name & Title)

George MacMullin, P.E.
Interim Assistant Director
Architects & Engineers

______________________________
(Signature & Date)

______________________________
(Print Name & Title)

Rob Gayle, AIA
Associate Vice Chancellor/Campus Architect
Architects & Engineers

______________________________
(Signature & Date)

______________________________
(Print Name & Title)
REPORT OF SUBCONTRACTOR INFORMATION

(NOTE: THIS EXHIBIT IS NOT TO BE SUBMITTED WITH BID)

Completed By: ___________________________ (Signature) ___________________________ (Print Name) ___________________________ (Title) __________ Date: ___________________________

Provide the following information for each contracting party including the prime Contractor and each subcontractor regardless of tier*. Sheet No. _____ of _____

Attach additional sheets if necessary.

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<tr>
<td>Full Name of Business</td>
<td>Street Address City, State &amp; Zip Code</td>
<td>Telephone # &amp; Fax #</td>
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<td>Type of Ownership</td>
<td>Business Categories* (Check all that apply [X])</td>
<td>Portion of the Work</td>
<td>Amount $</td>
<td>License Information**</td>
</tr>
<tr>
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- N/A = Not Applicable

*Regardless of tier, a completed Self-Certification form must be submitted for the prime Contractor and each subcontractor shown on this Exhibit.

**List only those license classifications and numbers relevant to this Project.

UC Rev 2013-04-16
Exhibit – Report of Subcontractor Information
SELF-CERTIFICATION

For the Contractor and each subcontractor/subconsultant, the following must be completed.

Indicate all Business category(ies) that apply by initialing next to the applicable category(ies):

Small Business Enterprise (SBE) - an independently owned and operated concern certified, or certifiable, as small business by the Federal Small Business Administration (SBA). (Size standards by Standard Industrial Classification codes required by the Federal Acquisition Regulations, Section 19.102, may be found at [http://www.sba.gov/content/table-small-business-size-standards](http://www.sba.gov/content/table-small-business-size-standards).) The eligibility requirements for California contracting purposes is on the Department of General Services website at [http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx](http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx). The University may rely on written representation by the vendors regarding their status.

Disabled Veteran Business Enterprise (DVBE) - a business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service connected disability who is a resident of the State of California. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

Disadvantaged Business Enterprise (DBE) - a business concern that is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans) are to be considered socially and economically disadvantaged.

Women-Owned Business Enterprise (WBE) - a business that is at least 51% owned by a woman or women who also control and operate it. “Control” in this context means exercising the power to make policy decisions. “Operate” in this context means being actively involved in the day-to-day management.

None of the above categories apply.
I hereby certify under penalty of perjury under the laws of the State of California that I have read this certification and know the contents thereof, and that the business category indicated above reflects the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19 pertaining to small, disadvantaged, women-owned, and disabled veteran business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to five (5) years and the imposition of any civil penalties allowed by law.

INFORMATION FURNISHED BY: 

(Print Name of Owner and/or Principal)

(Name of Business or Firm)

(Insert type of business e.g. corporation, sole proprietorship, partnership, etc.)

By: 

(Print Name) 

(Title) 

(Signature) 

(Date) 

PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply personal information about themselves. Information furnished on the Self-Certification form may, in some cases, identify personal information of an individual.

- The University of California, Riverside, is requesting the information contained in this form and the accompanying Report of Subcontractor Information.
- The Small Business Outreach Program Manager at the University of California, Riverside, is responsible for maintaining the requested information. The contact information for the Small Business Outreach Program Manager may be found at: http://www.ucop.edu/procurement-services/files/sbdmgr.xlsx.
- The maintenance of information is authorized in part by Public Contract Code section 10500.5.
- Furnishing the information requested on this form is mandatory. If SBE, DBE, WBE and/or DVBE status is applicable, furnishing such information is mandatory.
- Failure to provide the information may be a violation of bidding procedures and/or breach of the contract and the University may pursue any and all remedies permitted by the provisions of the Contract Documents.
- The information on this form is collected for monitoring and reporting purposes in accordance with state law and University policy.
- The individual may access information contained in this form and related forms by contacting the Small Business Outreach Program Manager(s).
### SPECIFICATIONS

#### INDEX TO SPECIFICATIONS

**DIVISION 1 – GENERAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 1010</td>
<td>General Requirements</td>
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<tr>
<td>01 4300</td>
<td>Inspection Request Form</td>
</tr>
<tr>
<td>01 4300</td>
<td>Non-Conforming Work Notice Form</td>
</tr>
<tr>
<td>01 7400</td>
<td>Cleaning and Waste Management, Contractor C&amp;D Waste Monitoring Form</td>
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<tr>
<td>01 7400</td>
<td>Contractor Green Waste Monitoring Form</td>
</tr>
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</table>
SECTION 01010
GENERAL REQUIREMENTS

1. GENERAL

1.1 Section Includes

1.1.1 Summary of Work
1.1.2 Coordination and Meetings
1.1.3 Submittals Construction Facilities and Temporary Controls
1.1.4 Contract Closeout

2. SUMMARY OF WORK

2.1 Scope of Work Description
Project site is located adjacent to the Psychology Building and in the northeast corner of Parking Lot 6 at the campus of the University of California, Riverside. The project scope is limited to the cutting down and removal of all existing trees and shrubs as noted on the Site Tree and Shrub Removal Plan. It is important that all of the trees and shrubs indicated on the plan are to be cut down and properly disposed within five days or sooner after the completion of the bird survey, and approval to proceed. Tree stumps can be left in place for removal under a separate contract.

3. COORDINATION AND MEETINGS

3.1 Project Coordination

3.1.1 The Contractor shall coordinate the Work.

3.2 Project Meetings

3.2.1 University will schedule a preconstruction meeting either concurrently with or after issuing the Notice to Proceed, but prior to the commencement of the Work.

3.2.2 University’s Representative will schedule and administer meetings throughout the progress of the Work.

3.2.3 University’s Representative will preside at the meetings, record minutes, and distribute copies within 3 days to Contractors, Design Professional, and to University.

4. SUBMITTALS

4.1 Schedules

4.1.1 Preliminary Contract Schedule

4.1.1.1 Submit the Preliminary Contract Schedule to University’s Representative within the time specified in the Instructions to Bidders and Supplementary Instructions to bidders.
4.1.1.2 Submit 1 hardcopy and 1 electronic copy in MS Excel, MS Word, Microsoft Project, or other software format approved by University’s Representative. Use the form of a bar chart, GANT chart, or other system approved by University’s Representative showing the start date and final completion date of the Project, with the various work activities involved and other information relative to the progress of the Work, in a continuous flow from left to right.

4.1.1.3 Show sufficient detail to demonstrate adequate planning for the Work, represent a practical plan to complete the Work within the Contract Time, and suitable for monitoring progress of the Work.

4.1.1.4 Identify the milestone events and Work activities for completion of the Project. At a minimum, identify the following:

- Commencement Date
- Demolition
- Substantial Completion
- Punchlist
- Final Cleaning
- Final Inspection
- Final Completion

4.1.1.5 Identify all Work activities that constitute the critical path.

4.1.1.6 Identify all holidays and non-working days. Note the following University Holidays and Campus Closure Days:

- New Year’s Day: Holiday
- Martin Luther King, Jr. Day (3rd Monday in January): Holiday
- Presidents’ Day (3rd Monday in February): Holiday
- Presidents’ Day (3rd Monday in February): Holiday
- Cesar Chavez Day (Last Friday in March): Holiday
- Memorial Day (Last Monday in May): Holiday
- Independence Day (July 4): Holiday
- Labor Day (1st Monday in September): Holiday
- Veterans’ Day (November 11): Holiday
- Thanksgiving Day (4th Thursday in November): Holiday
- Friday following Thanksgiving Day: Holiday
- Christmas Eve: Holiday
- Christmas Day: Holiday
- December 28 – 29, 2016: Campus Closure
- New Year’s Eve: Holiday

Exception: A University Holiday that falls on a Saturday is observed on the preceding Friday, and a University Holiday that falls on a Sunday is observed on the following Monday, unless an alternate day to observe the University Holiday is designated.

4.1.2 Contract Schedule

4.1.2.1 Submit the Contract Schedule within 15 days prior to submitting an Application For Payment. No Application For Payment will be processed nor shall any progress payment become due until the Contract Schedule is accepted by University’s Representative per 4.1.1.
.1 The accepted, updated Contract Schedule shall be the Contract Schedule of record for the period it is current and shall be the basis for payment during that period.

4.1.2.2 Submit 1 hardcopy and 1 electronic copy in MS Excel, MS Word, Microsoft Project, or other software format approved by University’s Representative.

4.1.2.3 Within 5 days after receipt of the Contract Schedule, University’s Representative will notify Contractor of its acceptance or return with comments for resubmittal so that appropriate adjustments can be made by Contractor in the development of the Contract Schedule.

4.1.2.4 Submit the Contract Schedule in the same form as required in subsection 4.1.1.

4.1.2.5 Updating

.1 Review the Contract Schedule with University’s Representative once each week to incorporate in the Contract Schedule all changes in the progress, sequences, and scope of Work activities.

.2 The updated Contract Schedule shall accurately represent the as-built condition of all completed and in-progress Work activities as of the date of the updated Contract Schedule.

.3 Contractor shall perform the Work in accordance with the updated Contract Schedule approved by University’s Representative.

4.2 Not Used.

5. CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

5.1 Staging Area

5.1.1 The staging area to be used by Contractor shall be the area designated on the plans, or as approved by the University’s Representative.

5.2 Work Hours

5.2.1 The University’s normal business hours are: 6:00 A.M. – 6:00 P.M.

5.2.2 The University is closed on the following Holidays: see 4.1.1.7 above.

5.3 Health and Safety

5.3.1 Contractor is responsible for the safety and health of employees and the public, and shall comply with OSHA regulations and perform in accordance with all applicable Local, State and Federal Regulations; including CFR-29 (Code of Federal Regulations), Part 1910; Occupational Safety and Health Standards, Part 1925; Safety and Health Standards for Federal Service Contracts; and Part 1926 Safety and Health Regulations for Construction. Contractor shall maintain current injury and illness prevention plan (IIPP) that complies with Local, State and Federal requirements and shall submit a copy of the IIPP to the University Representative for review upon request. Contractor shall follow the IIPP closely throughout the Work and will be solely responsible for any and all fines or citations resulting from
non-compliance with all applicable Local, State and Federal laws and regulations. Any contractor work-related accident, which results in injury or property damage, shall be reported as soon as possible to the UCR Department of Environmental Health & Safety at (951) 827-5528. For all accidents, the Contractor shall be required to complete any reports deemed necessary and within the time-frame specified by the University’s Representative. Work may be stopped at the discretion of the University’s Representative subsequent to review by the Head of Industrial Hygiene, UCR Department of Environmental Health & Safety, if an unsafe or non-compliant condition is found to exist, and at no additional cost or adjustment to the Contract Sum.

5.4 Waste Management

5.4.1 Collection and Disposal of Waste: Contractor shall furnish all labor, equipment, containers, transportation, materials, supplies and related expenses to provide the University with comprehensive waste collection and waste recycling services for the Project. Contractor shall collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 degrees F (27 degrees C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly.

.1 Do not burn waste materials. Do not bury debris or excess materials on the University’s property. Do not discharge volatile, harmful, or dangerous materials into drainage systems or streams. Remove waste materials from the site and dispose of lawfully.

.2 Where extra materials of value remain after completion of associated Work, they become the University’s property. Dispose of these materials as directed by the University’s Representative.

.3 Provide on-site containers for collection of waste materials, debris, and rubbish, and empty at least weekly. Maintain containers in such condition so as to ensure they are clean and sanitary, to prevent odor and insect infestation, and ensure no unsightly presentation. Perform maintenance on the containers as required to ensure proper function for the intended purpose.

.4 Handle waste materials in a controlled manner. Do not drop or throw materials from heights.

.5 Remove combustible debris from the building daily and store in covered, non-combustible containers located not less than 40 feet from any building.

5.4.2 Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and antipollution regulations.

.1 Do not dispose of volatile wastes, such as mineral spirits, oil, or paint thinner, in streams, storm or sanitary drains.

.2 Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.
.3 Comply with requirements of Southern California Air Quality Management District in effect at the time of construction.

.4 Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.

5.4.3 Submittal: Prior to requesting inspection for Substantial Completion and Final Completion, submit written certification to the University's Representative that final cleaning has been performed in accordance with the Contract Documents.

5.4.4 The University has established that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible shall be employed to enable the University to meet a minimum 95% percent diversion of construction waste from the landfill.

5.4.5 Contractor shall be responsible for monitoring and maintaining a written log using the C&D Waste Management Form, a copy of which is attached at the end of this Section, to report when actual container deliveries and waste pickups occur, the kinds of C&D waste material included, and for submitting the data to University’s Representative, or designee, with each Application for Payment. Such written information shall be used as backup to support payment of Contractor's scheduled value for Division 1, General Requirements.

5.4.6 C&D waste is a combination of concrete, lumber, plaster, cardboard, glass, various metals, paper, PVC, ABS, HDPE, PP, PDPE, PET, white foam, paint buckets, carpet and dirt. C&D waste accepted for recycling:

.1 Card Board
.2 Mixed metals
.3 PVC Pipe
.4 ABS Pipe
.5 H.D.P.E. Pipe
.6 Carpet
.7 Carpet Pad
.8 Mixed Plastics
.9 Glass
.10 Bottles & Cans – CRV
.11 H.D.P.E Plastics
.12 H.D.P.E Pipe
.13 Foam – White
.14 Paper – Mixed
.15 Plastic Buckets – Paint (empty) & Landscapers
.16 Drywall
.17 Wood
.18 Particle Board
.19 Green Waste – No Grass Clippings – All tree trunks/branches need to me cut up into 4’ x 10” pieces
.20 Enerts – Soil, Asphalt, Brick, Concrete

5.5 Hazardous Materials

5.5.1 Refer all questions to the University’s Representative.
5.6 **Temporary Water Service**

5.6.1 Contractor shall connect to existing water source for construction operations.

5.6.2 Disruption of existing domestic hot and cold, de-ionized, chilled, industrial or irrigation water sources shall be made only with prior approval of University’s Representative.

5.7 **Temporary Sanitary Facilities**

5.7.1 Contractor shall provide and maintain required sanitary facilities and enclosures.

5.7.2 University’s existing sanitary facilities may be used only with the prior approval of University’s Representative. Contractor shall maintain sanitary facilities in a clean and sanitary condition.

5.7.3 Do not flush construction materials down toilets or sinks.

5.8 **Site Access and Public Safety**

5.8.1 Contractor shall provide prudent signage, barriers or fencing to prevent unauthorized access to construction areas and to protect existing facilities and adjacent properties from damage.

5.8.2 Contractor shall provide oversight by Contractor’s personnel to direct pedestrian and vehicular traffic away from the Project site or areas that University reasonably expects to remain secure during construction per University’s Representative.

5.8.3 To the extent reasonably possible, Contractor shall implement such precautions and coordinate through University’s Representative to allow normal University business to continue.

5.9 **Site Control – Progress Cleaning**

5.9.1 Contractor shall maintain the Project site in a clean and orderly condition at all times free of waste, materials, debris, and rubbish.

5.9.2 University’s dumpsters and trash receptacles shall not be used for construction waste.

5.9.3 Contractor shall provide for collection, removal and transportation of all waste materials from the site in accordance with 6.2 of this Section.

5.10 **Water Control**

5.10.1 Contractor shall maintain Project site and adjacent areas free of water. Provide, operate and maintain pumping equipment.

5.10.2 Do not allow excess water to run in streets or gutters.

5.11 **Dust Control**

5.11.1 Contractor shall maintain Project site and adjacent areas free of accumulated dirt and dust from construction on a daily basis. As approved by University’s Representative, provide sweeping and/or vacuuming, wipe down and/or wash down procedures to be used by Contractor’s personnel and Contractor’s subcontractors.
5.12 **Security**

5.12.1 Contractor shall provide security and facilities to protect Work, existing facilities, and University’s operations from unauthorized entry, vandalism, or theft.

5.13 **Access Roads**

5.13.1 Designated University access roads may be used by construction traffic for the purposes of reaching the Project site, delivery of materials and removal of waste, with the prior approval of University’s Representative. Otherwise, use of and parking on University access roads is strictly prohibited.

5.14 **Parking**

5.14.1 Contractor shall be responsible for obtaining required permits for all vehicles parked on University property.

5.14.2 Arrangements for access, lay-down and parking shall be approved by University’s Representative.

5.14.3 For parking permit information, contact University’s Transportation & Parking Services (TAPS) located at 683 Linden Street, Riverside, California 92521, or by calling at (951) 827-8277. Notify TAPS at the time you purchase your permit(s) that you are contracted through Facilities – Design & Construction, Contracts Administration. All contractors, subcontractors, suppliers, etc. are responsible for properly displaying parking permits and for following all parking codes and regulations. Gate passes are required for certain areas and are available from TAPS for a refundable fee or at additional cost. All fees are subject to change without notice.

5.14.4 It is the Contractor’s responsibility to determine and include all costs associated with doing business with the University in its bid.

5.15 **Removal of Temporary Utilities, Facilities, and Controls**

5.15.1 Contractor shall remove temporary above grade or buried utilities, equipment, facilities, materials, and controls before Final Inspection.

5.15.2 Contractor shall clean and repair/restore to original condition damage caused by installation, removal, or use of temporary utilities, facilities or controls.

6. **CONTRACT CLOSEOUT**

6.1 **Final Cleaning**

6.1.1 Contract shall execute final cleaning before Final Inspection.

6.1.2 Contractor shall clean interior and exterior surfaces exposed to view.

6.1.3 Contractor shall remove all waste, rubbish, and construction equipment from the Project site.
6.2 As-Built Documents

6.2.1 Contractor shall maintain and keep current on a daily basis, one set of Contract Documents to be used for As-Built (“red-lined” drawings and specifications) documents.

6.2.2 Unless otherwise approved by University’s Representative, Contractor shall keep and maintain the As-Built documents on the Project site.

6.2.3 Contractor shall deliver the As-Built documents to University’s Representative before Final Inspection.
GUARANTEE

Date: ______________

Project Name: ______________
Project No.: ______________
Project Location: University of California, Riverside, ____________

Guarantee for __________________________, Contract No. __________________________

the "Contract", between The Regents of the University of California ("University") and

______________________________________ (Signature of Prime Contractor)

(Name of Prime Contractor)

Subcontractor ("Subcontractor") hereby guarantees to University that the portion of the Work described as follows:

which it has provided for the above referenced Project, is of good quality; free from defects; free from any liens, claims, and security interests; and has been completed in accordance with the Specification Section specified above and the other requirements of the Contract.

The undersigned further agrees that, if at any time within _____ months after the date of the guarantee the undersigned receives notice from University that the aforesaid portion of the Work is unsatisfactory, faulty, deficient, incomplete, or not in conformance with the requirements of the Contract, the undersigned will, within 10 days after receipt of such notice, correct, repair, or replace such portion of the Work, together with any other parts of the Work and any other property which is damaged or destroyed as a result of such defective portion of the Work or the correction, repair, or replacement thereof; and that it shall diligently and continuously prosecute such correction, repair, or replacement to completion.

In the event the undersigned fails to commence such correction, repair, or replacement within 10 days after such notice, or to diligently and continuously prosecute the same to completion, the undersigned, collectively and separately, do hereby authorize University to undertake such correction, repair, or replacement at the expense of the undersigned; and Contractor will pay to University promptly upon demand all costs and expenses incurred by University in connection therewith.

SUBCONTRACTOR:

______________________________________ (Signature & Date)

______________________________________ (Print Name & Title)

______________________________________ (License Classification)

______________________________________ (Street Address)

______________________________________ (City, State & Zip Code)

______________________________________ (Phone Number(s))

CONTRACTOR:

______________________________________ (Signature & Date)

______________________________________ (Print Name & Title)

______________________________________ (License Classification)

______________________________________ (Street Address)

______________________________________ (City, State & Zip Code)

______________________________________ (Phone Number(s))
## INSPECTION REQUEST

**NUMBER:** __________

**DATE:** __________

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**PROJECT SCHEDULE ACTIVITY ID NO.:**

**DATE OF REQUESTED INSPECTION:** __________

**TIME OF REQUESTED INSPECTION:** __________

**TYPE OF REQUESTED INSPECTION:**

**SPECIFIC LOCATION OF REQUESTED INSPECTION (I.E., FLOOR AND/OR COLUMN LINE, ETC.):**

---

All work included in this **REQUEST FOR INSPECTION** has been reviewed by the contractor's superintendent and the contractor's quality control manager for readiness and for compliance with all of the contract documents. This has been done prior to the inspection being requested.

**SIGNED (CONTRACTOR):** ______________________________________  **DATE:** __________

---

**UCR USE ONLY**

**DATE REQUEST RECEIVED:** __________

**DATE OF ACTUAL INSPECTION:** __________  **TIME OF ACTUAL INSPECTION:** __________

**SCHEDULING INSPECTOR:** __________________________  **INSPECTION REPORT ATTACHED**

**COMMENTS**

(INSPECTION RESULTS/DISPOSITION): ______________________________________

---

**INSPECTOR SIGNATURE:** ______________________________________  **DATE:** __________

---

**REQUIRED - ALL “AS-BUILT” PLANS ARE UPDATED AND MAINTAINED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND PROJECT ACTIVITY**

**INSPECTOR:** __________________________  **DATE:** __________

---

**COPIES:**  UNIVERSITY CONSULTANTS __________ __________ __________  **FILE**
NONCONFORMING WORK NOTICE
NUMBER: ____________
DATE: ______________

TO:        FROM:

SPEC. SEC. REF.:__________ PARA:__________ DWG REF:__________ DETAIL:__________

DESCRIPTION OF DEFECTIVE CONDITION (IOR):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

REPORTED BY (IOR): ________________________

CORRECTIVE ACTION SHOULD BE TAKEN AS SOON AS POSSIBLE AND COORDINATED WITH THE INSPECTOR OF RECORD (IOR). IF FURTHER INFORMATION IS NEEDED, ADVISE THE UNIVERSITY’S REPRESENTATIVE IMMEDIATELY.

DESCRIPTION OF CORRECTIVE ACTION TAKEN (CONTRACTOR):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

ACCEPTED BY (CONTRACTOR):________________________ DATE:____________________

UCR USE ONLY

ACCEPTANCE OF CORRECTED DEFECTIVE CONDITION (IOR):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

ACCEPTED BY (IOR):________________________ DATE:____________________

COPIES: ☐ UNIVERSITY ☐ CONSULTANT ☐ CONTRACTOR

UCR 2013-06-20 MF/LF
## Contractor C&D Waste Monitoring Form

**Project Name & No.:** 950548 fMRI - Landscaping Removal

<table>
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<th>Prepared by:</th>
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<tr>
<th>Date/Time of Pick up</th>
<th>Size of Bin</th>
<th>R/L¹</th>
<th>Concrete</th>
<th>Metals</th>
<th>Wood</th>
<th>Glass</th>
<th>Clay/Brick</th>
<th>Paper</th>
<th>Gypsum</th>
<th>Paint</th>
<th>Insulation</th>
<th>Green Waste²</th>
<th>Dirt²</th>
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### Column Totals:

**Total C&D Waste to Landfill:**

**% of C&D Waste Recycled:**

---

¹ Indicate whether R=Recycled or L=Landfill.

² For waste diversion numbers, Green Waste and dirt are not included. Complete Green Waste Monitoring Form.
## Contractor Green Waste Monitoring Form

**Project Name & No.:** 950548 fMRI - Landscaping Removal

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<tr>
<th>Date/Time of Pick up</th>
<th>Size of Bin</th>
<th>R/L(^1)</th>
<th>Grass Clippings</th>
<th>Small Tree</th>
<th>Tree Trunks</th>
<th>Branches</th>
<th>Tree Trimmings</th>
<th>Wood</th>
<th>Mulch</th>
<th>Brush</th>
<th>Leaves</th>
<th>Flowers</th>
<th>Shrubs</th>
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**Column Totals:**

- Total Green Waste to Landfill:
- % of Green Waste Recycled:

\(^1\) Indicate whether R=Recycled or L=Landfill.