

**CONSTRUCTION DOCUMENTS  
FOR**

**UCLA 100 Medical Plaza Suite 730 TI**

**Department of RE Asset Management  
UNIVERSITY OF CALIFORNIA, Los Angeles  
10920 Wilshire Blvd., Suite 815  
Los Angeles, California 90024**

**December 2011**

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## **REQUEST FOR BID**

Subject to conditions prescribed by the University of California, Los Angeles sealed bids for a lump sum Contract are requested for the following work:

UCLA 100 Medical Plaza Suite 730 Minor TI  
Project Number 20111003-158-12  
UNIVERSITY OF CALIFORNIA, Los Angeles

### **DESCRIPTION OF WORK:**

Minor improvements to an existing 1,500 sq. ft. medical office suite including primarily demolition, millwork, flooring and paint. Patch ceiling tile. Reuse existing light fixtures.

Bids are to be submitted to The Regents of the University of California ("University") at:

Department of RE Asset Management  
University of California, Los Angeles  
10920 Wilshire Blvd., Suite 815  
Los Angeles, California 90024

at or before **11am Tuesday, January 11, 2012** for furnishing all labor, materials, services, and equipment to complete the Work described below in accordance with the enclosed Bidding Documents.

### **MANDATORY PRE-BID JOB WALK:**

A mandatory Pre-Bid Job Walk will be conducted on **Thursday December 22, 2011** beginning promptly at **12pm noon**. Only bidders who participate in the Job Walk will be allowed to bid on the Project as prime contractors. Participants shall meet at **100 Medical Plaza, Westwood at the Security desk at the ground floor lobby**. For further information, contact University's Representative **Danny Kaye** at 310 351 0138 or email [danny@totumconsulting.com](mailto:danny@totumconsulting.com).

Estimated construction cost: \$ 70,000

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

December 2011

## 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 Three originals of the Agreement signed by Bidder.
- .2 Three originals of the Payment Bond (as required).
- .3 Three 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.

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.

## SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1. Contract Time: **30** days.
2. Requests for clarification or interpretation of the Bidding Documents shall be addressed only to:  
  
Danny Kaye, Totum Corp  
[danny@totumconsulting.com](mailto:danny@totumconsulting.com)  
Fax: 818 610 1548  
  
Cell: 310 351 0138
3. The mandatory Job Walk will be conducted at the time and location specified in the **Request for Bids**, bound herein. (Attendance at the Job Walk is mandatory.)
4. Bids will be received on or before the Bid Deadline and only at the location specified in the **Request for Bids**.
5. Bids will be opened at the location specified in the **Request for Bids**.
6. 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.
7. Contractor will be assessed as liquidated damages the sum of  
  
**\$250**  
  
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 **\$125**. See Article 5 for detailed requirements.

**INFORMATION AVAILABLE TO BIDDERS**

The following information is made available for the convenience of bidders and is not a part of the Contract.

University's has agreements with the following vendors which Contractor and its Subcontractors may, but are not required to, utilize for this Project:

<b>VENDOR NAME</b>	<b>AGREEMENT NO.</b>	<b>CONTACT INFO</b>
<u>Interface / Bentley Prince Street</u>	657/OP/003	George Maibach Vice President Business Development 14641 E. Don Julian Road City of Industry, CA 91746 714-328-4154 <a href="mailto:george.maibach@bentleyps.com">george.maibach@bentleyps.com</a>
<u>Shaw / Patcraft</u>	657/OP/004	Teddy Stray Vice President Global Accounts Shaw Industries, Inc. 350 California Street, Suite 100 San Francisco, CA 94104 415 233-0251 <a href="mailto:Theodore.Stray@shawinc.com">Theodore.Stray@shawinc.com</a>

**BID FORM**

For: UCLA 100 Medical Plaza Suite 730 Minor TI  
20111003-158-12

UNIVERSITY OF CALIFORNIA, Los Angeles.

Date: \_\_\_\_\_, 20\_\_\_\_

Bid to: Department of RE Asset Management  
University of California, Los Angeles  
10920 Wilshire Blvd., Suite 815  
Los Angeles, California 90024

**LUMP SUM BASE BID**

For the Work on the above Project as described in the Bidding Documents, to be fully completed within Thirty (30) calendar days from the date of commencement specified in the Notice to Proceed, the undersigned, having the appropriate active and current contractor's license required by the State of California and having examined the Project site and the Bidding Documents, hereby submits a Lump Sum Base Bid for the Work in the following amount:

\$ 

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 , 

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(Place figures in appropriate boxes.)

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.

ALTERNATES

In order for a Bid to be responsive, Bidder must submit an additive bid, a deductive bid, or a “no change” bid, for each Alternate listed below. The failure to do so shall result in the Bid being rejected as non-responsive. The failure to quote an amount, unless the bidder marks the “no change” box, will result in the bid being rejected as non-responsive.

The Contract Time will change by the number of days, if any, specified for each accepted Alternate.

Alternate No. 1

Description: TBD

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Bid for Alternate No. 1

If “Add” or “Deduct” is intended, indicate by placing figures in the corresponding boxes. If “No Change” is intended, indicate by marking the “No Change” box

Add      \$     ,  ,  .

Deduct    \$     ,  ,  .

No Change: Bidder will perform this Alternate without change to Contract Sum.

No extension of time will be granted if this Alternate is accepted.

University reserves the right to accept this Alternate within 30 calendar days after the date University



REQUIRED COMPLETED ATTACHMENTS:

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

1. Bid Security in the form of \_\_\_\_\_  
(Bid Bond or Certified Check)

CALIFORNIA CONTRACTOR'S LICENSE(S):

\_\_\_\_\_  
(Name of Licensee)

\_\_\_\_\_  
(Classification)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(Name of Firm)

a \_\_\_\_\_  
(Type of Organization)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Full Address)

\_\_\_\_\_  
(email address)

### BID BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That we,  
as Principal, and

\_\_\_\_\_, as  
Surety, are held and firmly bound unto THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, hereinafter called THE REGENTS, in the sum of 10% of the Lump Sum Base Bid amount for payment of which in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, WHEREAS, Principal has submitted a Bid for the work described as follows:

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

NOW, THEREFORE, if Principal shall not withdraw said Bid within the time period specified after the Bid Deadline, as defined in the Bidding Documents, or within 60 days after the Bid Deadline if no time period be specified, and, if selected as the apparent lowest responsible Bidder, Principal shall, within the time period specified in the Bidding Documents, do the following:

- (1) Enter into a written agreement, in the prescribed form, in accordance with the Bid.
- (2) File two bonds with THE REGENTS, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by the Bidding Documents.
- (3) Furnish certificates of insurance and all other items as required by the Bidding Documents.

In the event of the withdrawal of said Bid within the time period specified, or within 60 days if no time period be specified, or the disqualification of said Bid due to failure of Principal to enter into such agreement and furnish such bonds, certificates of insurance, and all other items as required by the Bidding Documents, if Principal shall pay to THE REGENTS an amount equal to the difference, not to exceed the amount hereof, between the amount specified in said Bid and such larger amount for which THE REGENTS procure the required work covered by said Bid, if the latter be in excess of the former, then this obligation shall be null and void, otherwise to remain in full force and effect.

In the event suit is brought upon this bond by THE REGENTS, Surety shall pay reasonable attorneys' fees and costs incurred by THE REGENTS in such suit.

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

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

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

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

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

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

Address for Notices:  
\_\_\_\_\_  
\_\_\_\_\_

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

## AGREEMENT

THIS AGREEMENT IS

made as of the \_\_\_\_\_ day of {\_\_\_\_\_}, 20{\_\_\_\_},

between University: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

whose address is: 10920 Wilshire Boulevard, Suite 815, Los Angeles, CA 90024

and Contractor: **{CONTRACTOR'S NAME}**

whose address is: **{ADDRESS}**

for the Project: **UCLA 100 Medical Plaza Suite 730 Minor TI**

University's Representative is: Loana O'Reilly-Rosenblatt, Director, Dept RE Asset Management

whose address is: 10920 Wilshire Boulevard, Suite 815, Los Angeles, California 90024

University and Contractor hereby agree as follows:

ARTICLE 1 - THE WORK. Contractor shall provide all services, materials, tools, equipment, and labor required to perform and complete all work described in the Contract Documents (the "Work").

ARTICLE 2 - CONTRACT DOCUMENTS. Contract Documents" means Request for Bid, Bid Form, this Agreement, General Conditions, Supplementary Conditions, Exhibits, Specifications, List of Drawings, Drawings, Addenda numbers \_\_\_\_\_, Notice to Proceed, Change Orders, and Notice of Completion.

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 **Thirty (30)** 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 **\$250** 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 **\$125** 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.

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

CONTRACTOR:

UNIVERSITY:

\_\_\_\_\_  
(Name of Firm)

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

a \_\_\_\_\_  
(Type of Organization)

UNIVERSITY OF CALIFORNIA, LOS ANGELES

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Loana O'Reilly-Rosenblatt  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

California Contractor's License(s):

\_\_\_\_\_  
(Name of Licensee)

\_\_\_\_\_  
(Classification and License Number)

\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(Employer Identification Number)

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 except only for completion of minor items which do not impair University's ability to occupy and fully utilize the Work for its intended purpose ("Substantial Completion").

**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 and all Subcontractors shall pay prevailing per diem wages and comply with all requirements of State of California Labor Code Section 1770, and the applicable sections that follow, including Section 1775.

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.
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.

END OF GENERAL CONDITIONS

**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:

Minimum Requirement

- |    |   |                    |
|----|---|--------------------|
| 1. | Commercial Form General Liability Insurance-Limits of Liability           |                    |
|    | Each Occurrence-Combined Single Limit for Bodily Injury and Property      | <u>\$1,000,000</u> |
|    | Products-Completed Operations Aggregate                                   | <u>\$5,000,000</u> |
|    | Personal and Advertising Injury   | <u>\$1,000,000</u> |
|    | General Aggregate   | <u>\$5,000,000</u> |
| 2. | Business Automobile Liability Insurance-Limits of Liability               |                    |
|    | Each Accident-Combined Single Limit for Bodily Injury and Property Damage | <u>\$1,000,000</u> |

The insurance required by paragraphs 1 and 2 shall provide as follows: University, University's officers, agents, employees, consultants, University's Representative, and University's Representative's consultants, regardless of whether or not identified in the Contract Documents or to Contractor in writing, will be included as additional insureds for and relating to the Work to be performed by Contractor and Subcontractors. This requirement shall apply to claims, costs, injuries, or damages, but only in proportion to and to the extent such claims, costs, injuries, or damages are caused by or result from the negligent acts or omissions of Contractor and Subcontractors. 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:

- |    |  |  |
|----|--|--|
| 3. | WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY – | Minimum Requirement                                  |
|    | Worker's Compensation:                           | (as required by Federal and State of California law) |
|    | Employer's Liability:                            |  |
|    | Each Employee                                    | \$1,000,000  |
|    | Each Accident                                    | \$1,000,000  |
|    | Policy Limit                                     | \$1,000,000  |

2. PAYMENT BOND AND PERFORMANCE BOND.

For Contracts of \$25,000 or more, Contractor shall furnish a Payment Bond in the amount of the Contract Sum.

For Contracts of \$50,000 or more, Contractor shall also furnish a Performance Bond in the amount of the Contract Sum.

Each bond shall be effective as of the date of the Agreement, in the form of attached Exhibits, furnished by the University, and issued by a surety approved by University. Surety Companies used by Contractor shall be, on the date the Contract is signed by University, an admitted surety insurer (as defined in the California Code of Civil Procedure Section 995.120).

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.

4. **NOT USED**

END OF SUPPLEMENTARY CONDITIONS

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

**PAYMENT BOND**

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, The Regents of the University of California ("The Regents") has awarded to {\_\_\_\_\_} as Principal a contract dated the \_\_\_\_ day of {\_\_\_\_\_}, 20{\_\_}, (the "Contract") for the work described as follows:

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

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

NOW, THEREFORE, we, the undersigned Principal and {\_\_\_\_\_} as Surety, are held and firmly bound unto The Regents in the sum of {\_\_\_\_\_} Dollars (\$\_\_\_\_\_), for which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if Principal, or its heirs, executors, administrators, successors, or assigns approved by The Regents, or its subcontractors shall fail to pay any of the persons named in State of California Civil Code Section 3181, or amounts due under the State of California Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld, and paid over to the State of California Employment Development Department from the wages of employees of Principal and subcontractors pursuant to Section 13020 of the State of California Unemployment Insurance Code with respect to such work and labor, that Surety will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall become and be null and void.

This bond shall inure to the benefit of any of the persons named in State of California Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Surety, for value received, hereby expressly agrees that no extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Contract, or to the work to be performed thereunder, shall in any way affect the obligation of this bond; and it does hereby waive notice of any such extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Contract, or to the work to be performed thereunder.

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

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

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

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

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

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

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

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

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

Address for Notices:

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

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

### PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, The Regents of the University of California (*"The Regents"*) has awarded to

\_\_\_\_\_ as Principal a contract dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (the *"Contract"*), which Contract is by this reference made a part hereof, for the work described as follows:

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

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

NOW, THEREFORE, we, the undersigned Principal and

as Surety are held and firmly bound unto The Regents in the sum of

\_\_\_\_\_ dollars (\$\_\_\_\_\_), to be paid to The Regents or its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if Principal, or its heirs, executors, administrators, successors, or assigns approved by The Regents, shall promptly and faithfully perform the covenants, conditions, and agreements of the Contract during the original term and any extensions thereof as may be granted by The Regents, with or without notice to Surety, and during the period of any guarantees or warranties required under the Contract, and shall also promptly and faithfully perform all the covenants, conditions, and agreements of any alteration of the Contract made as therein provided, notice of which alterations to Surety being hereby waived, on Principal's part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify, defend, protect, and hold harmless The Regents as stipulated in the Contract, then this obligation shall become and be null and void; otherwise it shall be and remain in full force and effect.

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

Whenever Principal shall be and declared by The Regents to be in default under the Contract, Surety shall promptly remedy the default, or shall promptly:

1. Undertake through its agents or independent contractors, reasonably acceptable to The Regents, to complete the Contract in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including without limitation, all obligations with respect to warranties, guarantees, and the payment of liquidated damages, or, at Surety's election, or, if required by The Regents,

2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and, upon determination by The Regents of the lowest responsible bidder, arrange for a contract between such bidder and The Regents and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Sum, and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees, and the payment of liquidated damages; but, in any event, Surety's total obligations hereunder shall not exceed the amount set forth in the third paragraph hereof. The term "*balance of the Contract Sum*," as used in this paragraph, shall mean the total amount payable by The Regents to the Principal under the Contract and any amendments thereto, less the amount paid by The Regents to Principal.

Surety's obligations hereunder are independent of the obligations of any other surety for the performance of the Contract, and suit may be brought against Surety and such other sureties, jointly and severally, or against any one or more of them, or against less than all of them without impairing The Regents' rights against the others.

No right of action shall accrue on this bond to or for the use of any person or corporation other than The Regents or its successors or assigns.

Surety may join in any arbitration proceedings brought under the Contract and shall be bound by any arbitration award.

In the event suit is brought upon this bond by The Regents, Surety shall pay reasonable attorney's fees and costs incurred by The Regents in such suit.

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

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

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

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

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

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

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

Address for Notices:

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS 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:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER E :	

**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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <hr/> <small>GENL</small> AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> <small>Y/N</small> <b>(Mandatory in NH)</b> <small>If yes, describe under DESCRIPTION OF OPERATIONS below</small>			N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	<b>PROFESSIONAL LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						

Special Provisions:

- The Regents of the University of California, its officers, agents, employees, consultants, representatives and representative's consultants are included as additional insureds, but only in connection with \_\_\_\_\_ (does not apply to Professional Liability or Workers' Compensation) and only in proportion to and to the extent of any negligent acts or omissions of the non-University party or any person under the direct supervision and control of the non-University party.
- Should any component of the above described policies be modified or canceled before the expiration date thereof, the issuing company will provide advance written notice, in accordance with policy provisions, to the certificate holder named below.
- Professional Liability coverage must include Contractual Liability Coverage and Defense and Indemnification of The Regents of the University of California for a breach of professional duty in the rendering or failure to render professional services to others by the non-University party or for which the non-University party is legally liable as a result of the performance of others.
- The General Liability coverage shall contain 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.

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

**CERTIFICATE HOLDER: The Regents of the University of California**

Forward to: <i>UCLA RE Asset Management Department          University of California, Los Angeles          10920 Wilshire Boulevard, Suite 815          Los Angeles, California 90024</i>	The undersigned certifies that he/she is authorized to sign this certificate and that <u>the Special Provisions described herein have been made a part of the policy(ies) shown above.</u> _____ <small>AUTHORIZED REPRESENTATIVE</small>
---	---

### APPLICATION FOR PAYMENT

Number: \_\_\_\_\_ Period to: \_\_\_\_\_

TO UNIVERSITY: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, Los Angeles

AND UNIVERSITY'S REPRESENTATIVE:

FROM CONTRACTOR:

ADDRESS: \_\_\_\_\_

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

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

FACILITY: Los Angeles \_\_\_\_\_

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

APPLICATION DATE: \_\_\_\_\_ PO # \_\_\_\_\_

CHANGE ORDER SUMMARY:

Additions

Deductions

Change Orders approved in previous months: Total: \_\_\_\_\_

Change Orders approved this month:

Number: \_\_\_\_\_ Date & Amount Approved: \_\_\_\_\_

Number: \_\_\_\_\_ Date & Amount Approved: \_\_\_\_\_

Total: \_\_\_\_\_

NET CHANGE BY CHANGE ORDERS: \$ \_\_\_\_\_

Application is made for payment under the Contract as shown below and in Schedule 1 attached hereto:

1. ORIGINAL CONTRACT SUM	\$	_____
2. NET CHANGE BY CHANGE ORDERS	\$	_____
3. CONTRACT SUM TO DATE (Line 1 ± Line 2)	\$	_____
4. TOTAL AMOUNT COMPLETED TO DATE (Column E on Schedule 1)	\$	_____
5. RETENTION (if applicable): 5% of Completed Work (Column H on Schedule 1)	\$	_____
6. TOTAL EARNED LESS RETENTION (Line 4 less Line 5)	\$	_____
7. TOTAL AMOUNT PREVIOUSLY PAID	\$	_____
8. CURRENT PAYMENT DUE (Line 6 less Line 7)	\$	_____
9. BALANCE TO FINISH, PLUS RETENTION (Line 3 less Line 6)	\$	_____

The undersigned Contractor hereby represents and warrants to University that all Work, for which Certificates For Payment have previously been issued and payment received from University, is free and clear of all claims, stop notices, security interests, and encumbrances in favor of Contractor, any Subcontractor, and any other persons or firms entitled to make claims by reason of having provided labor, materials, or equipment related to the Work.

The following Schedules are attached and incorporated herein, and made a part of this Application For Payment:

Schedule 1 Cost Breakdown Schedule

Schedule 2 List of Subcontractors

Schedule 3 Declaration of Releases of Claims

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

DECLARATION

I, \_\_\_\_\_, hereby declare that I am the \_\_\_\_\_ of Contractor submitting this Application For Payment; that I am duly authorized to execute and deliver this Application For Payment on behalf of Contractor; and that all information set forth in this Application For Payment and all Schedules attached hereto are true, accurate, and complete as of its date.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was subscribed at \_\_\_\_\_, \_\_\_\_\_, State of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
(Printed Name)

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

APPLICATION NUMBER: \_\_\_\_\_

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

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

FACILITY: \_\_\_\_\_

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

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

CONTRACTOR: \_\_\_\_\_

SCHEDULE 1  
TO  
APPLICATION FOR PAYMENT  
COST BREAKDOWN

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>ITEM NO.</u>	<u>DESCRIPTION OF WORK ACTIVITY OR OTHER ITEM</u>	<u>SCHEDULED VALUE</u>	<u>% COMPLETE TO DATE</u>	<u>TOTAL AMOUNT COMPLETED TO DATE (C x D)</u>	<u>TOTAL AMOUNT COMPLETED ON PRIOR APPLICATION FOR PAYMENT</u>	<u>AMOUNT OF THIS APPLICATION (E - F)</u>	<u>RETENTION (5% x E)</u>

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

CONTRACTOR: \_\_\_\_\_

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

APPLICATION NUMBER: \_\_\_\_\_

SCHEDULE 2  
TO  
APPLICATION FOR PAYMENT

LIST OF SUBCONTRACTORS

Subcontractors listed below are all Subcontractors furnishing labor, services, or materials for the period referred to in the Application For Payment referenced above, of which this Schedule 3 is a part:

<u>Name of Subcontractor</u>	<u>Subcontracted Work Activity</u>	<u>Date Work Activity Completed</u>
------------------------------	--	---

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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

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

CONTRACTOR: \_\_\_\_\_

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

APPLICATION NUMBER: \_\_\_\_\_

SCHEDULE 3  
TO  
APPLICATION FOR PAYMENT

DECLARATION OF RELEASE OF CLAIMS

Contractor hereby certifies that attached hereto are releases and waivers of claims and stop notices from all Subcontractors furnishing labor, services, or materials covered by the Certificate For Payment dated \_\_\_\_\_, 20\_\_\_\_, except those listed below:

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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

**CHANGE ORDER**

University of California Facility:

CHANGE ORDER NO. \_\_\_\_\_ Reference Field Order No.

Project Name:

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

Contract Date: \_

To Contractor:

Address:

DESCRIPTION OF CHANGE:

Adjustment of Contract Sum:

Original Contract Sum: \_\_\_\_\_

Prior Adjustments: \_\_\_\_\_

Contract Sum Prior  
to this Change: \_\_\_\_\_

Adjustment for this  
Change: \_\_\_\_\_

Revised Contract Sum: \_\_\_\_\_

Adjustment of Contract Time:

Original Contract Time: \_\_\_\_\_ (Days)

Prior Adjustments: \_\_\_\_\_ (Days)

Contract Time Prior  
to this Change: \_\_\_\_\_ (Days)

Adjustment for this  
Change: \_\_\_\_\_ (Days)

Revised Contract Time: \_\_\_\_\_ (Days)

Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

**Recommended:**

By: \_\_\_\_\_  
(Signature of University's Representative)

\_\_\_\_\_  
(Printed Name)

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

**Accepted:**

By: \_\_\_\_\_  
(Contractor Signature)

\_\_\_\_\_  
(Printed Contractor Name)

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

**Reviewed and Recommended**

By: \_\_\_\_\_  
(Signature of University's Designated Administrator)

\_\_\_\_\_  
(Printed Name)

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

**Funds Sufficient:**

By: \_\_\_\_\_  
(Signature from University's Accounting Office)

\_\_\_\_\_  
(Printed Name)

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

**Approved:**

UNIVERSITY: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

\_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

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

## SELF CERTIFICATION FORM - CONTRACTOR/SUBCONTRACTOR

For each SBE, DBE, WBE, and DVBE, indication on Exhibit 13 (Distribution of Contract Dollars), the following must be completed.

**Initial the Business Categories 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 may be found in the Federal Acquisition Regulations, Section 19.102. The University may rely on written representation by the vendors regarding their status.)  
(Initial, if applicable)

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE) - a business concern which 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 of 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.  
(Initial, if applicable)

\_\_\_\_\_ 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.  
(Initial, if applicable)

\_\_\_\_\_ 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 Veteran Administration to be 10% or more disabled as a result of service in the armed forces.  
(Initial, if applicable)

\_\_\_\_\_ None of the above categories apply.  
(Initial, if applicable)

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 or Type Name of Owner and/or  
Principal)

\_\_\_\_\_

(Name of Business or Firm)

a

\_\_\_\_\_

(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, Los Angeles, 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, Los Angeles, 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/purchserv/documents/sbdmgr.pdf>
- 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).

**REPORT OF SUBCONTRACTOR INFORMATION / FINAL DISTRIBUTION OF CONTRACT DOLLARS**

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

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

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

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

Prime Contractor: \_\_\_\_\_

Provide the following information for each contracting party including the Contractor and each Subcontractor regardless of tier.\* Attach additional sheets if necessary."

1 Full Name of Business, Address & Telephone Number, and Contact Name	2 Type of Ownership	3 Ownership Status (Check all that apply [X] )					4 Amount
		SBE	DBE	WBE	DVBE	N/A	
Prime Contractor:							
Subcontractors:							

\*Regardless of tier, a completed Self-Certification must have been submitted for the General Contractor and each Subcontractor shown on this Exhibit.

**Notes:**

Col. 1 - Name and complete address

Col. 2 - SP = Sole Proprietor; P = Partnership; C = Corporation; JV = Joint Venture

Col. 3 - SBE = Small Business Enterprise;  
 DBE = Disadvantaged Business Enterprise;  
 WBE = Woman Business Enterprise;  
 DVBE = Disabled Veteran Business Enterprise

## TENANT IMPROVEMENT AND BUILDING REPAIR GUIDELINES

The rules and regulations outlined hereon take precedent on any directions or requirements found elsewhere within the contract documents. They have been specifically compiled for 100 Medical Plaza

### BUILDING MANAGEMENT CONTACT INFORMATION:

The Regents of the University Of California  
UCLA RE Asset Management Department  
10920 Wilshire Boulevard, Suite 815  
Los Angeles, California 90024  
Phone: (310) 794-0671  
Fax: (310) 794-2517

Loana O'Reilly-Rosenblatt, Director (loreilly@re.ucla.edu)  
Lisa Gotori-Koga, Operations Manager (lgotori-koga@re.ucla.edu)  
Kathleen Seiple, Senior Administrative Analyst (kseiple@re.ucla.edu)  
Ramon Gonzalez, Chief Building Engineer (rgonzalez@re.ucla.edu)

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**\*\* THIS DOCUMENT MUST BE POSTED AT THE JOBSITE  
BY THE GENERAL CONTRACTOR, FOR ALL  
PERSONNEL TO REVIEW \*\***

It is The Building Office desire to provide assistance during the construction process. Please consult us if you have any questions regarding specific requirements or issues. It has been our experience that we can be helpful in expediting your project if these guidelines are followed.

## GENERAL CREW RULES

1. All contractors, subcontractors, and their employees must sign in and out at the Security Console in the main lobby each time they come to the building.
2. All contractors, subcontractors, employees, and agents must work in harmony with, and shall not interfere with, any contractor or laborer employed by the University or by any other tenant or its contractors.
3. All workers performing work in adjacent tenant areas or entering adjacent tenant areas must be accompanied by an employee or agent of The Building Office.
4. Radios are not to be heard anywhere outside of the area where the work is performed. No radios are permitted if work is performed in an occupied suite.
5. Parking for workers is only available in the parking structure located on Gayley Avenue (Lot 1). Vehicles too large to fit in the parking structure (maximum height 6'10") must find alternative parking.
6. INSTRUCT YOUR ENTIRE CONSTRUCTION CREW THAT THEY MAY NOT PARK IN THE BUILDING GARAGE. There is no parking on the dock for smaller

trucks or cars. Any additional vehicles that accompany a truck must park in the garage located off Gayley Avenue (parking lot 1) for the medical complex, but no loading or unloading of these vehicles is allowed, unless the work is done on the dock. Please note that the garage will not accommodate vehicles needing clearance higher than 8'.

7. The Building Office does **not** issue parking validations to workers or subcontractors. All Contractors staff and personnel and all Subcontractors and their personnel must pay for their own parking, no exceptions.
8. Contractor to ensure that daily logs are submitted to the University's representative no less than weekly. See Exhibit 15 within the Contract Documents.
9. Contractors may use the building restrooms on the floors they are working on.

## **AFTER HOURS ACCESS**

1. After hours or early morning work has to be scheduled with The Building Office a minimum of 48 hours in advance of such work.
2. For after hours work (after 6:00 PM or before 7:00 AM), each contractor or subcontractor must submit a list of the names of their employees working in the building a minimum of 24 hours prior to the arrival time of any worker. Submit this list to The Building Office.
3. Access to other adjacent suites, below or above for viewing or actual work requires no less than 72 hour notice. All work in suites adjacent shall be done after hours.

## **PLANNING**

1. Contractor shall follow all Building Rules and Regulations during construction.
2. All work shall be performed in accordance with Building Specifications.
3. Meetings with The Building Office representative, the Chief Engineer and general contractor's supervisor are to be scheduled, as necessary, usually weekly.
4. Any contractor working in the building will provide The Building Office with a list of their personnel including sub contractors a minimum of 48 hours before any such person works in the building. This project list shall be in a format approved by the University and shall include firm, scope, contact name, email, office phone and cell phone number.
5. Certificates of insurance are mandatory before work is started. Insurance requirements are specified in your contract. Any contractor or vender working in the building will supply The Building Office with a certificate of insurance at least 48 hours before beginning work in the building. Any contractor or material

- delivery person without proper notification or insurance will be denied access to the building.
6. All work schedules must be submitted to The Building Office so that all arrival dates and times can be put on the Security Calendar for access into the building. A two week look ahead schedule must be provided to management, clearly indicated work planned, trades involved and hours of work (am / pm). Changes to this must be provided promptly. Trades not shown in the look ahead schedule or added to the security calendar shall be denied access to the building.
  7. All construction activity must be scheduled and approved by The Building Office before it can take place.
  8. At 75% and 95% of completion, fire alarm and fire sprinkler plans must be submitted to University Representative (Project Manager), Building Chief Engineer, and Design Team for review and coordination prior to submittal to the fire marshal for plan check.
  9. All plumbing, electrical and air conditioning plans and submittals must be submitted in a timely manner and approved by The Building Office and the Chief Engineer as well as the project mechanical engineer before commencement of work. The Building's Chief Engineer needs a minimum of one week to approve plans.
  10. Any contractor design for network or hub rooms must include design and layout collaboration with the building engineer. Complete architectural, mechanical, electrical, and plumbing as-builts are required as part of the contractors close-out package.
  11. The floor in which the tenant improvement work will be done is to be inspected by The Building Office or the Chief Engineer and the contractor's superintendent before work commences. Any damage in the public areas, including the freight elevator lobby and doors is to be noted during this inspection. The general contractor is responsible for any subsequently damaged areas, including the freight elevator lobby and doors.
  12. If any shutdown of plumbing, electrical, sprinkler lines or air conditioning equipment becomes necessary, the contractor shall notify The Building Office. The Building Office will determine when such shutdown may be scheduled. Any such shutdown shall be done only if an agent or employee of The Building Office is present.

## **NOISE & ODOR ISSUES**

### **NOISE**

1. Construction will not be allowed to interfere with the other tenants' reasonable right to the undisturbed use of their premises.
2. The use of power actuated tools, roto or demolition hammers or drills, or other unusually loud processes will not be allowed during the "Normal Business Hours"

- of Monday through Friday from 7:00 A.M. to 6:00 P.M, and on Saturday from 7:00 AM to 1:00 PM.
3. All core drilling and concrete cutting shall be performed between the hours of 6:00 PM and 6:00 AM.
  4. The Building Office, Chief Engineer and the supervising contractor must be notified a minimum of 72 hours before coring in order to coordinate with any affected tenants. A Building Engineer must be on duty during coring.
  5. All slab cores are to be x-rayed. Written requests to use other means must be submitted to the Building Chief Engineer. The Building Office must be notified 72 hours in advance prior to any x-ray scheduling. X-ray work shall be done after hours. Other methods of rebar / conduit identification, such as "radar", if allowed by CAL-OSHA and other agencies as non-hazardous, may, at the discretion of management, be carried out during normal hours.
  6. Any noise complaints by tenants of adjacent space areas are to be remedied immediately by the contractor or alteration operations are to cease until said noise is abated. Noisy work or work determined to impact tenants must occur after hours.
  7. All demolition shall be done between the hours of 6:00 PM and 6:00 AM Monday through Friday or on the weekend. All debris from demolition must be removed between 6:00 PM and 9:00 PM. Monday through Friday and between 8:00 AM to 6:00 PM on Saturday. ***(Refer to paragraph on Cleaning and Protection requirements listed below.)***

## **ODORS**

1. There will be no use of lacquer based products or other noxious or irritating products without specific written approval by The Building Office.
2. Any malodorous materials (such as clean-Sweep) are not to be present or noticeable during normal business hours.
3. Oil-based products shall never be used during regular business hours.
4. Carpet and rubber base glue may not be used during regular business hours.
5. Painting may not be done during regular business hours.
6. Please consult the Building Office to schedule work using malodorous products.

## **OTHER ISSUES**

1. If you are working on the ground floor and need to remove trash, the lobby floor must be protected.
2. Contractor shall not bring debris or material not related to this project to the Building.

3. Contractor shall submit a plan to Chief Engineer prior to any demolition activities.

## **LOADING DOCK, FREIGHT ELEVATOR USE, & STORAGE OF MATERIALS**

1. The loading dock for the building is accessed from Gayley Avenue, and is a common loading dock for 100, 200, and 300 Medical Plaza, as well as the Ronald Reagan UCLA Medical Center. All truck movement is controlled by The Dock Master and incoming trucks must be scheduled with the dock prior to showing up on site.
2. Trucks will be assigned a specific dock position by the Dock Master and all movers must follow the directions of the Dock Master. Please contact The Building Office at 310-794-0671 to make arrangements with the Dock Master.
3. Use of the loading dock is very limited and for short periods of time only. Storage bins, equipment and materials cannot be placed in the loading dock. Access shall be for drop off and pick ups only.
4. Deliveries shall use the designated freight elevator and not the passenger elevators before 7am M-F or after 6pm.
5. No materials will be allowed to be delivered through the main lobby or stockpiled in public lobbies or corridors during delivery. While making any delivery of materials and during construction activities, the following protection must be supplied and used by delivery and construction personnel(s):
  - Glass Doors, Wood Doors, Elevator Doors and Marble Corners and Columns shall be wrapped and protected with cardboard or moving blankets during the delivery.
  - Masonite or an equal product will be placed on all flooring such as carpet, marble or granite floors along the path of travel before making delivery and shall be taped to allow safe passage by building occupants.
6. The freight elevator must be used when transporting large tools and any construction materials in and out of the building. The normal operational hours are Monday through Friday 6:00 AM through 6:00 PM, and Saturday from 7:00 AM to 1:00 PM except when the freight elevator is being serviced. All freight elevator use must be pre-approved through The Building Office 48 hours in advance so that security can be scheduled to key access to the loading dock level.
7. Use of B-1 parking level for waste storage and removal must be coordinated with The Building Office 48 hours in advance.
8. Storage of materials must be limited to the area under construction, unless other arrangements are made with The Building Office.

## **CLEANING OF CONSTRUCTION AREAS**

**DUST CONTROL**

1. Contractors working in the building shall provide a dust control mat both outside and inside the main entrances of any area that is under construction. These mats shall be a minimum of 3 feet by 4 feet in size.
2. During dusty periods of construction these mats shall be kept damp and shall be kept clean with periodic vacuuming by a wet and dry vacuum supplied by general contractor must be utilized to mitigate the spreading of dust and debris outside the suite. This is above and beyond plastic floor sheeting that must also be cleaned and maintained on a regular basis.
3. In addition the general or supervising contractor shall be responsible for the periodic cleaning (at least 3 times daily), of all public areas adjoining their construction area.
4. Prior to demolition, and during construction, Contractor shall install a suitable filter or filter system on the return air dampers to prevent and mitigate spread of dust and other airborne particles into areas outside of construction. Contractor shall replace these filters as necessary during construction and shall remove the filters or system at completion of work and construction activities
5. A zippered visqueen barrier or dust-proof barricade must be installed adjacent to occupied spaces and kept maintained at all times.
6. Door jambs are to be protected, and fire marshall -approved plastic covering is to be placed over any wall covering.
7. Carpet must be properly covered to avoid footprints.
8. All common area carpet and walls shall be protected accordingly. All protection must be maintained in suitable conditions and holes / tears must be fixed and / or materials replaced immediately.
9. Contractors will provide for and pay all costs and expenses for cleaning the construction area and for any clean-up required in adjacent areas as a result of the construction work.
10. Entry doors to construction areas will be kept closed at all times. Alterations to walls adjoining public areas shall not commence until new doors, frames and all other repair materials are on site. Once alterations are begun on Public Areas, they will be expeditiously completed with the drywall being applied and finished first to the side facing the Public Area so as to return that area to a finished condition as soon as possible.

**WORKPLACE SAFETY**

1. Contractor shall post a minimum 11"x17" sign on the exterior of all suite doors that Contractor is working in to indicate work is under construction and that access is limited.
2. Contractor shall submit this sign to The Building Office, for comment, prior to posting.

3. Contractors shall not block or interfere with public corridors or lobbies.
4. Power cords that must cross public areas shall be taped down or covered with mats similar to the dust mats described above.
5. Tools, ladders, or construction materials will not be left unattended in any public area.
6. A bound copy of the Contractors safety manual must be kept on site at all times during construction. No construction may commence without the safety manual on site. No materials shall be permitted onsite without the product data and MSDS sheets.

### **CLEAN UP**

1. All job sites will be cleaned daily of all construction debris. Trash carts shall be emptied at the end of the day so that no debris remains in the suite after work hours.
2. Debris left in the suites at the end of the working day may, (at The Building Office's Option), be cleaned up and removed by The Building Office and back-charged to the offending contractor.
3. The general contractor may **not** use the building's dumpsters. Please consult with The Building Office regarding procedures for roll-off bins. The loading dock is very busy, so a roll-off bin may **not be in the dock except when absolutely necessary and approved in advance**. Trash must be picked up after 7:00 AM on weekdays.
4. Dumpsters may be located outside 100 Medical Plaza, in the "turn around" circle between 7pm and 6am only. The dock master shall not allow dumpsters to be stored in the shared loading dock. Full protection to floors and doors are required when bringing debris out of the building to the dumpsters. Protection shall be removed during working hours.
5. Small dumpsters of size approximately 5'x7' may be securely staged on B1 level, adjacent to the entry doors to the elevator lobby. Dumpsters shall be emptied daily.

## **FIRE LIFE SAFETY ISSUES**

1. Fire and life safety systems must remain active at all times during the project including during demolition. If it needs to be off line for more than 2 hours the contractor must arrange their own fire watch or other approved (by The Building Office) methods. Written documentation showing evidence that a fire watch was performed must be submitted to the University Representative and kept onsite at all times.

2. All smoke detectors must **not** be covered / bagged prior to commencement of demolition or dusty procedures. Contractor must schedule a minimum of 72 hours in advance with The Building Office for the suite to be taken off line during these procedures.
3. Contractor must **not** leave the suite vacant with the fire alarm system off line. If this occurs, the University shall provide immediate fire watch and back charge the contractor accordingly.
4. Sprinkler lines must be filled by the end of each working day so as to keep the sprinkler system fully operational. If this is not possible, the contractor must arrange their own fire watch. No sprinkler lines are to be relocated or modified without prior approval by the Fire Marshal.
5. No sprinkler pipes are to be installed directly under proprietary / stand alone air conditioning units.
6. All filling and draining of fire sprinkler lines or any fire/life safety procedures can start as early as 6:00 AM and must be completed by 5:00 PM weekdays.
7. A Building Engineer must be present at any fire/life safety procedure. A charge will apply if a staff member has to come in early or work late. The Building Office or the Chief engineer must be notified prior to any work or repair of this type.
8. Smoke detectors must be removed and locations tagged during demolition and dusty work and replaced to the original locations and cleaned at the end of each work day so system is fully functional.
9. A pre-test of fire/life safety must be performed with the Chief Engineer present before the actual test is scheduled. The test can start as early as 6:00 PM and must be completed by 7:00 AM. Notifications of pre-tests must be in writing a minimum of 72 hours prior to the proposed pre-test.
10. The fire/life safety test must be completely passed and finalized before keys are issued or the move-in occurs. **There are no exceptions.** The Chief Engineer must be present. The test can start as early as 5:00 AM and must be completed by 7:00 AM.

## **ELECTRICAL ISSUES**

1. All new fluorescent fixtures must have electronic ballasts and fluorescent tubes must be T-8's or T-5's (for 2'x2' fixtures). Refer to the plans for light fixtures selected on the project.
2. All "J" boxes above the ceiling must be closed prior to sign off. Contractor must advise The Building Office if there are any existing open "J" boxes prior to starting electrical work.
3. Remove unused F&LS, abandoned data and telephone cables, low voltage wires, unused ducting, removal of unused a/c equipment.

4. Remove all non-used electrical wiring back to the electrical panel, remove all abandon / unused electrical flex and electrical conduits to the source (point of connection) and or "J" box.
5. Utilize building standards for light sensors, thermostats, switches and cover plates except where plans or specifications call for different product.

## **HVAC ISSUES**

1. Any modifications to the building HVAC system need prior approval from The Building Office. All HVAC plumbing work must comply with the building and safety codes and in accordance with building specifications.
2. No light fixtures are to be installed directly under proprietary air conditioning units.
3. Contractor shall not cut existing pneumatic lines and shall coil and protect them after advising the Engineer of their location.
4. All demolished ductwork ends shall be sealed with heavy visqueen to prevent dust being drawn into the building ductwork.
5. All return air grills require air filters to be placed above them to prevent dust being drawn into the return air plenum.
6. Removed all abandon plumbing piping and sewer lines and cap at the source (point of connection).
7. Contractor shall balance the HVAC in the suite as required or as called out in the project specific plans and specifications.
8. Any discovered HVAC units or equipment shall be brought to the attention of the building engineer for salvage or directive to demolish.

## **OTHER ISSUES**

1. All hardware must be Sargent Lock Company Brand and match the building standard. Please consult Chief Engineer for specifications during the submittal phase. Common area locksets shall have US4 606 finish.
2. Any hardware, light fixtures, or any heating, ventilating or air conditioning devices in the premises which are removed and not reinstalled by the contractor, shall be stored as directed by The Building Office. No such removal may be made unless shown on the plans and specifications and/or approved by The Building Office.
3. All demolished copper lines ¼" or larger shall remain property of the building and handed over to the building engineer.
4. All common area door frames must be rated, welded, paint grade hollow metal frames. Doors shall be 60 minute rated, solid core plastic laminate doors to match building standards. No vision lights or glazed openings are allowed.

Thank you.

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