



JOB ORDER CONTRACT

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# THE COUNTY OF FRESNO

SOLICITATION #: 912-4369

FOR INDIVIDUAL JOB ORDER CONTRACT

VOLUME 1



JOB ORDER CONTRACT

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MASTER TABLE OF CONTENTS VOLUME 1

<u>SECTION</u>	<u>PAGES</u>
NOTICE INVITING CONTRACTORS.....	0-1 TO 0-4
INSTRUCTIONS TO BIDDERS.....	1-1 TO 1-6
GENERAL CONDITIONS.....	2-1 TO 2-14
SUPPLEMENTAL GENERAL CONDITIONS.....	3-1 TO 3-12
SAMPLE BIDDING DOCUMENTS.....	P-1 TO P-34

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## NOTICE INVITING BIDS

Sealed bids will be received at the Fresno County Purchasing, 4525 East Hamilton, Second Floor, Purchasing Lobby, Fresno, CA 93702 on or before

2:00 P.M., (1400 hours and 00 seconds)

Thursday, March 22, 2007

(in accordance with the official Purchasing time clock, which is synchronized with Pacific Bell Time, telephone 559/767-8000, but in case of dispute, the Purchasing Division time-clock will prevail), at which time the bidding will be closed. Promptly following the closing of the bidding all timely submitted bids will be publicly opened and read at the Department in said building, for construction in accordance with the specifications therefore, to which special reference is made as follows:

**DESCRIPTION OF WORK:** This Notice Inviting Bids is for a single Job Order Contract with the County of Fresno. A Job Order Contract is a competitively bid, firm, fixed priced, indefinite quantity contract. The scope of work includes a collection of detailed repair and construction tasks and specifications that have pre-established unit prices listed in a Construction Task Catalog (CTC) that was developed by the County of Fresno. The CTC is based on current prices in Fresno County for experienced labor and high quality materials. The CTC pricing also incorporates local activity, climate and geographic factors. Work under these Contracts will be performed for the County of Fresno. The work will involve the repair, alteration, modernization, maintenance, rehabilitation, reconstruction, or construction of public buildings, streets, utilities, and other public works. Under these Contracts, the Contractor furnishes all management, documentation and incidental drawings (as required), labor, materials and equipment needed to perform the work.

**PROCEDURE FOR ORDERING WORK:** If awarded, the County of Fresno Job Order Contract guarantees the Contractor a minimum value of total work worth \$50,000 up to a maximum potential value of total work worth \$3,000,000. The term of the Contract is 12 months or the expenditure of the maximum value of each Contract, whichever occurs first. After contract award, as the need for specific work arises, each County will issue the Contractor a task specific Request for Proposal. The Contractor shall then develop an estimate for the Scope of Work required and submit a Proposal to the appropriate County. Upon receipt of the Contractor's Proposal, each County will evaluate the Proposal against its estimate of costs for the Scope of Work. If the Contractor's Proposal is deemed acceptable, the Project Manager may issue a Task Order at the agreed upon price. The price is calculated by selecting applicable pre-priced construction tasks from the CTC and multiplying the prices for those tasks by the appropriate quantities and Adjustment Factors. The sum of all selected pre-priced tasks will establish a firm fixed price for the Task Order. The Job Order Contract also includes a provision for work tasks not included in the CTC at the time of the Contract award. These tasks are referred to as "Non-Prepriced Tasks". Non-Prepriced (NPP) Tasks may require the establishment of specifications and drawings and may subsequently be incorporated into the CTC.

Inquiries regarding this project should be directed to Gary W. Parkinson, Purchasing Division, (559) 456-7110. Oral explanations or interpretations of Bid Documents are not binding. Any explanation, interpretation or clarification of Bid Documents will be in the form of a written addendum to the Bid Documents issued to the holders of record of such documents.

Bids shall be submitted in a sealed opaque envelope addressed to the Division and labeled with the name of the bidder, the name of the project, **the solicitation number**, and the statement **"Do Not Open Until The Time Of Bid Opening."**

**PRE-BID CONFERENCE:** Prospective bidders are highly encouraged to attend the pre-bid conference. Due to the relative complexity of this type of procurement, a detailed orientation on the Job Order

NOTICE INVITING BIDS

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Contracting System will be provided during the first half of the meeting. The second half of the pre-bid meeting will be for the purpose of answering questions and discussing Job Order Contracting from a Contractor's viewpoint. The **pre-bid meeting will be held at 10:00 a.m. (Local Time), the 22<sup>nd</sup> of FEBRUARY 2007**. The conference will be held at 4525 East Hamilton Avenue, Fresno, CA 93702-4599.

Bidding Documents applying to this project may be obtained at the Pre-Bid Conference. There is no charge for the Documents. The Bid Documents will consist of two written volumes and a compact disk. The first volume contains the Notice Inviting Bid, Instructions to Bidders, General Conditions, Supplemental General Conditions, copies of the Bid Forms and a sample agreement. The compact disk contains the Construction Task Catalog and the Technical Specifications. The compact disk is in Adobe Acrobat format and contains that program if the bidder requires it. Volume two will consist of the actual bid forms that must be completed and returned.

Bid security in the amount of ten thousand dollars (\$10,000), and in the form of a bid bond issued by an admitted surety insurer licensed by the California Department of Insurance, cash, cashier's check or certified check shall accompany the bid. Bid security shall be made in favor of the County of Fresno.

No contract will be awarded to a contractor who has not been licensed in accordance with the provisions of the Contractors State License Law, California Business and Professions Code, Division 5, Chapter 9, as amended, or whose bid is not on the proposal form included in the solicitation. A valid California Contractor's License, Class "B", is required for this project.

The Work to be done under this Job Order Contract will be awarded by the County of Fresno. The successful Bidder may be required to work anywhere in Fresno County.

In accordance with the provisions of Section 1770 of the Labor Code, the Director of the Department of Industrial Relations of the State of California has determined the general prevailing rates of wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Section 1773.8, apprenticeship or other training programs authorized by Section 3093, and similar purposes applicable to the work to be done. Said wage determinations are on file with the Clerk of the Board of Supervisors and are incorporated herein by reference. Said wages are available only at the Department of Public Works, Design Division, Design Services Section.

The Board of Supervisors hereby specifies that portions of the work may only be performed outside the regular working hours as defined in the applicable collective bargaining agreement filed with the Director of Industrial Relations in accordance with Labor Code Section 1773.1, and that the overtime requirements for Saturdays, and holidays are hereby waived for these portions of the work, as more particularly described in the Bid Documents. However, this exemption shall not negate the overtime provisions specified in Labor Code Section 1815.

**BID PRICE SUBMITTAL:** Each bidder must submit four (4) price Adjustment Factors, which shall apply to all the work tasks listed in the CTC. The first Adjustment Factor will be applied to that work during Normal Working Hours for work in Fresno County. The second Adjustment Factor will be applied to that work Other than Normal Working Hours for work in Fresno County. The Adjustment Factors must be specified to the fourth decimal place and shall be "net", (e.g., 1.000) or an adjustment "decrease from" (e.g., .9500) or "increase to" (e.g., 1.200) the Unit Prices listed in the CTC.

**AWARD CRITERIA:** The bids will be evaluated by adding 80% times the first Adjustment Factor to 20% times the second Adjustment Factor.

The County of Fresno reserves the right to NOT award a contract resulting from the solicitation.

NOTICE INVITING BIDS

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**SUBCONTRACT LIMITATIONS:** In accordance with California Public Contract Code section 4104, the Contractor shall list in each Task Proposal, on forms provided by the Owner, the name, business location, and value of work of each subcontractor who will perform work or labor or render service, or any subcontractor licensed by the State of California who, under subcontract to the 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 proposed price for each Task Order.

**BIDDER'S GUARANTEE:** The bidders shall guarantee the bids for a period of 90 calendar days from the date of the bid opening. The Owner reserves the right to waive minor irregularities and to reject any and all bids.

The successful bidder shall furnish a faithful performance bond in the amount of 100 percent of the maximum potential of each contract amount and a payment bond in the amount of 100 percent of the maximum potential of each contract amount. Each bond specified in this Notice (bid bond, faithful performance bond and payment bond) shall meet the requirements of all applicable statutes, including but not limited to those specified in Public Contract Code section 20129 and Civil Code section 3248.

Each bond specified in this Notice shall be issued by a surety company designated an admitted surety insurer in good standing with and authorized to transact business in this state by the California Department of Insurance, and acceptable to the County of Fresno. Bidders are cautioned that representations made by surety companies will be verified with the California Department of Insurance. Additionally, the County of Fresno, in its discretion, when determining the sufficiency of a proposed surety company, may require the surety company to provide additional information supported by documentation. The County generally requires such information and documentation whenever the proposed surety company has either a Best's Key Rating Guide of less than B+ and a financial size designation of less than VIII. Provided, however, that the County expressly reserves its right to require all information and documentation to which the County is legally entitled from any proposed surety company.

Pursuant to Public Contract Code Section 22300, substitution of securities for any moneys withheld by the County of Fresno to ensure performance under these contracts shall be permitted.

SOLICITATION #: 912-4369

NOTICE INVITING BIDS

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TABLE OF CONTENTS

SECTION	PAGE
1.01 EXPLANATION TO BIDDERS .....	1-1
1.02 EXAMINATION OF BID DOCUMENTS, SPECIAL PROVISIONS AND SITE OF WORK1-1	
1.03 BID GUARANTEE .....	1-1
1.04 PREPARATION OF BIDS .....	1-1
1.05 SUBCONTRACTORS .....	1-1
1.06 SUBMISSION OF BID .....	1-2
1.07 IRREGULAR BIDS .....	1-2
1.08 DISQUALIFICATION OF BIDDERS.....	1-2
1.09 WITHDRAWAL OR REVISION OF BIDS.....	1-3
1.10 PUBLIC OPENING OF BIDS.....	1-3
1.11 RELIEF OF BIDDER .....	1-3
1.12 AWARD OF CONTRACT .....	1-3
1.13 CANCELLATION OF AWARD.....	1-3
1.14 CONTRACT BONDS.....	1-3
1.15 ALL-RISK INSURANCE ON THE WORK .....	1-4
1.16 POST-BID / PRE-AWARD INFORMATION .....	1-5

SOLICITATION #: 912-4369

INSTRUCTION TO BIDDERS

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**INSTRUCTIONS TO BIDDERS****INSTRUCTIONS TO BIDDERS****1.01 EXPLANATION TO BIDDERS**

An explanation desired by bidders regarding the meaning or interpretation of the Bid Documents must be requested in writing and within 10 days prior to bid opening to allow sufficient time for a reply to reach them before the submission of their bids.

Oral explanations given before the award of the contract will not be binding. Any interpretation made will be in the form of an addendum to the Bid Documents, said addendum will only be issued by Purchasing. A copy of the addendum will be furnished to each planholder and its receipt shall be acknowledged on the Bid form.

**1.02 EXAMINATION OF BID DOCUMENTS, SPECIAL PROVISIONS AND SITE OF WORK**

The bidder is required to examine carefully the proposal, Bid Documents, special provisions and contract forms for submitting a Bid. It is mutually agreed that the submission of a Bid shall be considered prima facie evidence that the bidder has made such examination and is satisfied with the conditions to be encountered in performing the work and as to the requirements of the Bid Documents.

**1.03 BID GUARANTEE**

The bidder shall furnish a proposal guarantee consisting of a bid bond, cash, certified check, or cashier's check for ten thousand dollars (\$10,000).

In case security is in the form of a certified check or cashier's check, Purchasing may make such disposition of same as will accomplish the purpose for which submitted. Checks deposited by unsuccessful bidders will be returned as soon as practicable after the bid opening.

**1.04 PREPARATION OF BIDS**

The bidder shall prepare his Bid on the blank Bid form furnished by Purchasing. The bidder shall specify four adjustment factors to the Unit Prices in the CTC in both words and figures.

All words and figures shall be in ink. In case of a discrepancy between the adjustment factors written in words and those written in figures, the written words shall govern.

Alternate or conditional bids will not be considered.

The bids shall be signed in ink by the individual, by one or more partners of the partnership, or by one or more of the officers of the corporation submitting it. If the bid is made by an individual, his name and post office address must be shown. If made by a partnership, the name of each member of the partnership must be shown. If made by a corporation, the bid must show the name of the state under which the corporation was chartered and the name of the president, vice president, secretary and treasurer.

The required bid guaranty must accompany the bid.

**1.05 SUBCONTRACTORS**

The Contractor is not to name Subcontractors at time of bid. In accordance with California Public Contract Code section 4104, the Contractor shall list in each Task Proposal, on forms provided by the Owner, the name, business location, and value of work of each subcontractor who will perform work or labor or render service, or any subcontractor licensed by the State of California who, under subcontract to the contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the Contract Documents, in an amount in excess of one half of 1 percent of the proposed price for each Task Order.

The attention of bidders is directed to the provisions of Public Contract Code Section 4100 et. seq. which set forth the consequences and possible penalties which may result from a failure to comply strictly with the foregoing requirements for listing of subcontractors.

The attention of bidders is also directed to Section 1-1.16, Post-Bid/Pre-Award Information, of these Instructions to Bidders.

**1.06 SUBMISSION OF BID**

## INSTRUCTIONS TO BIDDERS

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Each bid shall be submitted in a sealed opaque envelope/box labeled to clearly indicate the project and contents.

When sent by mail, a sealed Bid must be addressed to Fresno County Purchasing, 4525 East Hamilton, Second Floor, Purchasing Lobby, Fresno, CA 93702. All Bids shall be filed prior to the time and at the place specified in the NOTICE INVITING BIDS. Bids received after the time for opening of the bids will be returned to the bidder unopened.

### 1.07 IRREGULAR BIDS

Bids shall be considered irregular and may be rejected for the following reasons:

- a. If the Bid forms furnished by the Owner are not used or are altered.
- b. If there are unauthorized additions, conditional or alternate Bids or irregularities of any kind which tend to make the Bid incomplete or indefinite.
- c. If the bidder adds any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- d. If the bid fails to contain an adjustment factor for each item.

### 1.08 DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for disqualification of a bidder and rejection of his bid or bids:

- a. More than one bid for the same work from an individual, partnership or corporation.
- b. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the Owner until such participant shall have been reinstated as a qualified bidder.
- c. Lack of competency and/or adequate machinery, plant or other equipment, as may be revealed by Pre-Award Survey.
- d. For unsatisfactory performance record as shown by past work for the Owner, judged from the standpoint of workmanship and progress.
- e. Prior commitments or obligations which in the judgment of the Owner might hinder or prevent the prompt completion of the work.
- f. Failure to pay, or satisfactorily settle, all bills due for labor or materials on former contracts in force at the time of letting the bid.
- g. Failure to comply with any qualification regulation of the Owner.
- h. Omission of bid guaranty.

### 1.09 WITHDRAWAL OR REVISION OF BIDS

A bidder may, without prejudice to himself, withdraw a bid after it has been deposited, provided the request for such withdrawal is received in writing or by telegram before the time set for opening bids. The bidder may then submit a revised bid provided it is received prior to the time set for opening bids.

### 1.10 PUBLIC OPENING OF BIDS

Bids will be opened and read publicly at the time and place indicated in the Notice to Contractors. Bidders or their authorized agents, in addition to the general public, are invited to be present.

### 1.11 RELIEF OF BIDDER

A bidder who claims a mistake in his bid must follow the procedures in Public Contract Code Section 5100 et. seq. (<http://www.leginfo.ca.gov/calaw.html>) in seeking relief from his bid.

### 1.12 AWARD OF CONTRACT

The award of a single, if it be awarded, will be to the lowest responsive and responsible bidder whose bid complies with all the requirements prescribed. The award, if made, will be within 60 days after the

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**INSTRUCTIONS TO BIDDERS**

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opening of bids. The County of Fresno Job Order Contract guarantees the Contractor a minimum value of total work worth \$50,000 up to a maximum potential value of total work worth \$3,000,000. The term of the Contract is 12 months or the expenditure of the maximum value of each Contract, whichever occurs first.

If the Owner finds that it will be unable to award the contract within 60 calendar days after the opening of bids, the Director may request any or all bidders to extend all terms of their bid(s) to a specified date. Additionally, such extensions may possibly be requested. If a bidder does not elect to extend the terms of his or her bid beyond the 60 calendar days following opening of bids, or does not respond within 10 days to a request for an extension, that bidder's bid will be deemed as having expired 60 calendar days following opening of the bids, and that bidder's bid will not be considered for award of the contract.

The successful bidder or bidders will be notified by letter, mailed to the address shown on his bid, that his bid has been accepted and that he has been awarded the contract.

The Owner reserves the right to reject any or all bids, to waive technical irregularities in the bids, to advertise for new bids, or to proceed to do this work otherwise, if in the judgment of the awarding authorities the best interests of the Owner will be promoted thereby.

#### 1.13 CANCELLATION OF AWARD

The awarding authority reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the Owner.

#### 1.14 CONTRACT BONDS

The bidder to whom award is made shall, within ten days, enter into a written contract with the Owner. The bidder shall forfeit the bid guarantee in the event he does not execute the contract within ten days after the contract is awarded.

The successful bidder shall furnish a faithful performance bond in the amount of 100 percent of the maximum potential of each contract amount and a payment bond in the amount of 100 percent of the maximum potential of each contract amount. Each bond specified in this Notice (bid bond, faithful performance bond and payment bond) shall meet the requirements of all applicable statutes, including but not limited to those specified in Public Contract Code section 20129 and Civil Code section 3248; said bonds shall be submitted in triplicate.

The payment bond shall contain provisions such that if the Contractor or his subcontractors shall fail to pay (a) amounts due under the Unemployment Insurance Code with respect to work performed under the contract, or (b) any amounts required to be deducted, withheld and paid over to the Employment Development Department from the wages of the employees of the Contractor and subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the surety will pay these amounts. In case suit is brought upon the payment bond, the surety will pay a reasonable attorney's fee to be fixed by the court.

The contract form is attached hereto for the Contractor's information only. Execution of the contract by bidders will not be required, until after the bid award is made. Liability and Workers Compensation Insurance requirements shall be as set forth in the Agreement.

#### 1.15 ALL-RISK INSURANCE ON THE WORK

Contractor shall procure and maintain at Contractor's sole cost and expense, Builders Risk Course of Construction insurance, including fire and vandalism coverage, covering the entire work (including any County furnished material and equipment) against loss or damage until completion and acceptance by the County. Such insurance shall be in an amount for the replacement cost of the subject building and improvements and endorsed for broad form property damage, breach of warranty, demolition costs, and debris removal. Deductible not exceeding 5% of the cost will be permitted. Said policy to cover Contractor, Contractor's subcontractors, the County, its agents, the awarding entity, and any Trustee, under the indenture or trust agreement securing the bonds, certificates of participation, or other evidences

## INSTRUCTIONS TO BIDDERS

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of indebtedness issued to finance the work contemplated herein. The value of the policy shall be in U.S. currency.

Certified copies of said policy shall be in the form and with insurance company(ies) acceptable to the awarding entity; and in that such certified copies of all insurance policies be filed with the Trustee, if any, as well as the aforementioned parties. Policy shall provide 30 days advance notice of expiration, reduction, change or cancellation of such coverage by registered mail.

### 1.16 POST-BID / PRE-AWARD INFORMATION

The **Apparent Low Bid For the County of Fresno Contract** will be determined on the basis of the weighted average of the first and second Adjustment Factors submitted. The apparent low bidder(s) will be notified by mail after bid opening day. Upon receipt of notification, the apparent low bidder(s) must complete the Pre-Award Survey forms found in these Bidding Documents. The Bidder(s) shall submit the Pre-Award Survey within five (5) days of award. The Pre-award Survey shall contain a Project staff organizational chart including the names and resumes of employees in key positions who will work on this Contract. All employees in key positions must be approved by the Owner.

If any key personnel furnished by the Bidder for the Project in accordance with the key personnel provisions of this section should be unable to continue in the performance of assigned duties for reasons due to death, disability or termination, the Contractor shall promptly notify the Owner explaining the circumstances. Changes in assignment of key personnel due to commitments not related to this Contract are prohibited without Owner approval.

On request by the Owner, the Bidder/Contractor shall furnish to the Owner within seven (7) days the name of the person substituting for the individual unable to continue, together with any information the Owner may require to judge the experience and competence of the substitute person. Upon approval by the Owner, such substitute person shall be assigned to this Contract and if the Owner rejects the substitute, the Bidder/Contractor shall have seven (7) days thereafter to submit a second substitute person. Such process shall be repeated for a reasonable period until the Owner approves the proposed replacement.

D. In the event that, in the opinion of the Owner, the performance of personnel of the Bidder/Contractor assigned to this Contract is at an unacceptable level, such personnel shall cease to be assigned to this Contract and shall return to the Contractor, and the Contractor shall furnish to the Owner, the name of a substitute person or persons in accordance with the previous paragraph. Absence of acceptable key personnel for the Work shall constitute an event of default.

The Owner may request that bidders other than the apparent low bidder submit similar information, for the purpose of evaluating bids.

Upon completion of the bid evaluation process, information submitted by other than the apparent low bidder(s) will be returned upon request.

INSTRUCTIONS TO BIDDERS

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TABLE OF CONTENTS

SECTION	PAGE
2.01 IDENTIFICATION OF CONTRACT .....	2-1
2.02 CORRELATION OF CONTRACT DOCUMENTS .....	2-1
2.03 DEFINITIONS .....	2-1
2.04 CONTRACT DOCUMENTS, SPECIFICATIONS AND DRAWINGS.....	2-3
2.05 CONTRACTOR RESPONSIBILITIES .....	2-4
2.06 SUB-CONTRACTORS .....	2-6
2.07 PREROGATIVE OF OWNER.....	2-6
2.08 CONTROL OF THE WORK.....	2-6
2.09 INSPECTION.....	2-7
2.10 TAXES, PERMITS, FEES, AND INDEMNIFICATION FOR PATENT INFRINGEMENT CLAIM.....	2-7
2.11 PAYMENT .....	2-8
2.12 CHANGES TO THE TASK ORDER .....	2-10
2.13 ASSIGNMENT OF MONEYS .....	2-10
2.14 GUARANTEE OF WORK.....	2-10
2.15 RESPONSIBILITY FOR DAMAGE.....	2-11
2.16 RESOLUTION OF CONTRACT CLAIMS.....	2-11
2.17 INSURANCE AND BONDS .....	2-13



GENERAL CONDITIONS

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**GENERAL CONDITIONS**

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**GENERAL CONDITIONS****2.01 IDENTIFICATION OF CONTRACT**

The Contract Documents shall be signed by the Contractor and Owner, but, in case they (other than Agreement) are found to lack such signature, identification by Purchasing is deemed sufficient and conclusive.

**2.02 CORRELATION OF CONTRACT DOCUMENTS**

The Contract Documents are complementary and anything called for by one shall be supplied as if called for by all, providing it comes clearly within the scope of the Contract.

**2.03 DEFINITIONS**

The following words, or variations thereof, as used in these documents have meanings as defined:

- a. Owner - The County of Fresno, State of California, as represented by the Fresno County Board of Supervisors and so named in the Agreement.
- b. Director -, The General Services Division Manager, County of Fresno, or The Department of Public Works Division Manager, County of Fresno, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them, which ever department issues the Notice to Proceed to the Contractor.
- c. Architect or Engineer - The Department of Public Works Division Manager or the General Services Division Manager and his/her authorized agents as defined in Section 2.03(b), or a duly licensed Architect or Engineer providing consultant services in accordance with an agreement with the Owner.
- d. Contractor - When used in the General Conditions refer to: Person, persons, entity, co-partnership: or corporation so named in Agreement; when used in the body of the Contract Documents, refers to the Contractor for that specific work, whether it be the General Contractor, Sub-Contractor, or other Contractor.
- e. Sub-Contractor - Person, persons, entity, co-partnership or corporation having direct contract with Contractor.
- f. County – The County of Fresno
- g. Adjustment Factor - is the Contractor's competitively bid price adjustment to the unit prices published in the Construction Task Catalog.
- h. Bid Documents - Notice Inviting Bids; the Instructions to Bidders; General Conditions, Supplemental General Conditions, the Construction Task Catalog, the Technical Specifications (CTC and Technical Specifications on compact disk); any specifications incorporated by reference; and any Addenda issued by the County.
- i. Construction Task Catalog (CTC) - is a comprehensive listing of specific construction related tasks identified by the Owner together with a specified unit of measurement and unit price.
- j. Contract Documents - Bid Documents and any amendments, modifications, or revisions to the Bid Documents; all Task Orders issued under the Contract; all amendments, modifications, or revisions to the Contract; the CTC: the Contractor's bid; surety bonds; certificates of insurance; County notification to the Contractor that Work is needed; County Requests for Proposals; and any design drawings provided by the County with the Task Orders.
- k. Final Completion of the Task Order - the last date on which all of the following events have occurred: the County has determined that all Punch List Work and any other remaining Work have been completed in accordance with the Contract Documents; final inspections have been completed and all operations systems and equipment testing have been completed; the issuance of final occupancy certifications (if any); all deliverables have been provided to the County and all contractual requirements for final payment have been completed.

## GENERAL CONDITIONS

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- i. Job Order Contract (JOC) - also referenced herein as “the Contract”; a competitively bid, firm fixed-price, indefinite-quantity contract for accomplishing construction and construction-related services. Work is accomplished through the issuance of individual Task Orders. Each Task Order issued under the Contract will be firm fixed priced for accomplishing a specific construction task or Project.
- m. Key Personnel - those job titles and the persons assigned to the following positions or their equivalents: Senior Project Manager, Project Manager, Estimator, Scheduler and Superintendent.
- n. Maximum Contract Amount - the maximum potential value of the Contract as defined in the Notice Inviting Bids.
- o. Minimum Contract Amount - the minimum value of the Contract as defined in the Notice Inviting Bids. The Owner has no obligation to award any Task Orders beyond the Minimum Contract Amount.
- p. Non-Prepriced (NPP) Tasks - the units of Work that are not included in the CTC but are still within the general scope of Work requested by the County under the Contract.
- q. Normal Working Hours -between the hours of 7:00 AM to 5:00 PM, Monday through Friday, inclusive. Saturdays, Sundays, and County holidays are excluded.
- r. Notice of Completion - a form issued by the County indicating that the Work is complete and fixing the date of completion. The form is signed by the County and filed with the County Recorder. The County, at its sole discretion, may elect not to issue a Notice of Completion on any individual Task Order.
- s. Notice to Proceed - written authorization from the County for the Contractor to commence a Task Order.
- t. Other than Normal Working Hours - Work done between the hours of 5:00 PM to 7:00 AM, on week days and any times during Saturday, Sunday, and County holidays.
- u. Plans - the Scope of Work, task descriptions in the CTC, drawings, sketches, illustrations, specifications or other pertinent information included on or attached to the Task Order.
- v. Project - collectively, the improvements to be constructed by the Contractor pursuant to a Task Order.
- w. Proposal - the Contractor’s irrevocable offer to perform Work associated with a Task Order and refers to the Contractor prepared document quoting a firm fixed-price and schedule for the completion of a specific Scope of Work. The Contractor’s Proposal must be on forms provided by the County and in an electronic version compatible with the County’s systems. The Proposal may also contain approved drawings, work schedule, permits, or other such documentation as the County might require for a specific Task Order.
- x. Punch List Work - a compilation of minor items that have not been completed in accordance with an individual Task Order and the Contract Documents. Whether an item is Punch List Work or work necessary for completion shall be determined in the sole discretion of the County.
- y. Request for Proposal (RFP) - the County’s request for proposal for a specific Task Order.
- z. Scope of Work - shall mean the complete description of services to be provided by the Contractor under an individual Task Order.
- aa. Task Order -the documents that indicate the Work to be accomplished under this Contract. The County will be responsible for the development of the Task Order as well as the inspection and acceptance of the Work contained within the Task Order. The County will review the Contractor’s Proposal and if acceptable, shall issue a Task Order for the Work described therein. Each Task Order shall include a detailed Scope of Work, a firm fixed price proposal from the Contractor based upon the CTC or NPP Task formula in Paragraph 3.04 of the Supplemental General

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GENERAL CONDITIONS

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- Conditions, whichever is applicable, time for completion of the Work, and any special conditions that might apply to that specific Task Order, such as Liquidated Damages
- bb. Unit Price - refers to the price published in the CTC for a specific construction or construction-related task. The unit prices are fixed for the duration of the Contract. Each unit price is comprised of the labor, equipment and materials costs to accomplish that specific task.
  - cc. Work - the Contractor's furnishing of all labor, materials, equipment and other incidentals necessary or convenient to the completion of an individual Task Order.
- 2.04 CONTRACT DOCUMENTS, SPECIFICATIONS AND DRAWINGS
- a. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the order of precedence shall be as follows:
    1. Permits from other agencies as may be required by law.
    2. Permits issued by the Owner.
    3. Task Orders
    4. Agreement
    5. Contractor's Bid (Bid Form)
    6. Addenda
    7. General Conditions
    8. Technical Specifications (Divisions 2 through 19)
    9. Construction Task Catalog
    10. Reference Specifications
    11. Instruction to Bidders
    12. Notice Inviting Bids
  - b. Division of Contract Documents - For convenience of reference and to facilitate the letting of independent contracts, the Contract Documents may be separated into certain sections; such separation shall not operate to oblige the Director to establish the limits of any contract between the Contractor and Sub-Contractor each of whom shall depend upon his/her own contract stipulations. The General Conditions apply with equal force to all work, including extra work.
  - c. Discrepancies - Should the Contractor, at any time, discover a mistake in any of the Contract Documents or any discrepancy therein, or any variation between dimensions on the Contract Documents and measurements at site, or any lacking of dimensions or other information, he shall report at once to the Director for correction and shall not proceed with the work affected thereby until such correction has been made.
  - d. Shop Drawings - Mill drawings, shop drawings, setting diagrams, schedules, maker's specifications and illustrations requisite for the various parts of the work shall be provided and promptly submitted by the Contractor. These shall be submitted in duplicate or as directed, shall be corrected if necessary and resubmitted until review by the Director is complete, after which corrected copies of each shall be filed with him and the necessary additional copies supplied for use in connection with the work. Corrections or comments made on the shop drawings during this review do not relieve the contractor of his/her responsibility to comply with the requirements of the drawings and specifications. This review is only to check for general conformance with the design concept of the project and general compliance with the Contract Documents. The Contractor remains responsible for: confirming and correlating all dimensions and quantities; selecting fabrication processes and techniques of construction; coordinating the work of the trades; and performing the work in a safe and satisfactory manner

## GENERAL CONDITIONS

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- e. Trade Names and Alternatives - The intent of the specifications is to specify high-grade standard equipment, and it is not the intent of these specifications to exclude or omit the products of any responsible manufacturer, if such products are equal in every respect to those mentioned herein. Wherever an article, or any class of materials, is specified by the trade name or by the name of any particular patentee, manufacturer or dealer, it shall be taken as intending to mean and specify the article of material described or any other equal thereto in quality, finish and durability, and equally as serviceable for the purpose for which it is or they are intended.
- f. Materials - All materials, unless otherwise specified, shall be new and of good quality, proof of which shall be furnished by the Contractor; in case of doubt as to kind or quality required, samples shall be submitted to the Director who will specify the kind and use of the material appropriate to the location and the function of the item in question and Contractor shall furnish such accordingly.

### 2.05 CONTRACTOR RESPONSIBILITIES

- a. Supervision Procedures
  - 1. The Contractor shall give efficient supervision to the work, using therein the skill and diligence for which he is remunerated in the contract price. He shall carefully inspect the site and study and compare all contract Documents and other instructions, as ignorance of any phase of any of the features or conditions affecting the Contract will not excuse him from carrying out its provisions to its full intent.
  - 2. The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the project site during the progress of the work. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor.
  - 3. The Contractor shall be responsible to the Owner for the acts and omissions of his/her employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Contractor.
  - 4. The Contractor shall at all times enforce strict discipline and good order among his/her employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned to him.
  - 5. The Contractor shall not be relieved from his/her obligations to perform the work in accordance with the Contract Documents either by the activities or duties of the Director in his/her administration of the Contract, or by inspections, tests or approvals required or performed by persons other than the Contractor.
- b. Construction Procedures
  - 1. Means and Methods - The Contractor shall be solely responsible for and control of construction means, methods, techniques, sequences and procedures for all the work of this contract. Additionally, he shall be responsible for safety precautions and programs in connection with the work. The Contractor shall be accountable for all acts of omission of his/her employees, subcontractors, or any of their agents and employees or any other persons performing any of the work of this Contract.
  - 2. Progress Schedule - The Contractor, immediately after being awarded a Task Order, shall update the construction schedule submitted as part of the Proposal and submit for the Owner's information an estimated progress schedule.
  - 3. Laws of City, County and State - The Contractor must comply with all rules, regulations and ordinances of the City and County in which the work is being done, and all State laws pertaining to the work.
  - 4. Safeguards - The Contractor shall provide, in conformity with all local codes and ordinances and as may be required, such temporary walls, fences, guard-rails, barricades, lights, danger

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**GENERAL CONDITIONS**

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signs, enclosures, etc., as necessary or appropriate for the safe and lawful performance of the work, and shall maintain such safeguards until all work is completed.

5. When the Owner furnishes equipment or materials to the Contractor for use or inclusion in the Work, the Contractor's responsibility for all such equipment and materials shall be the same as for materials furnished by the Contractor.
6. Housekeeping - Contractor shall keep the premises free of excess accumulated debris. Clean up as required and as directed by the Engineer. At completion of work all debris shall be removed from the site.
7. Contractor's Right to Stop Work or Terminate Contract - If through no fault of the Contractor or of anyone employed by him (1) the work is stopped by order of any court or governmental authority, or (2) the Owner fails to issue any certificate for payment within thirty days after it is due or (3) the Owner fails to pay the Contractor within thirty days after its presentation, any sum certified by the Owner or awarded by arbitrators, then the Contractor may, upon ten days' written notice to the owner, stop work or terminate the contract, and the Owner shall be liable to the Contractor for any loss sustained and reasonable profit.

**2.06 SUB-CONTRACTORS**

- a. Agreements - Agreements between the Contractor, Sub-Contractors, and Sub-Contractors of lower tier shall be subject to the approval of the Owner, but in no case does such approval relieve the Contractor of any conditions imposed by the Contract Documents. Subcontractors may be added, deleted or substituted only in accordance with the provisions of Public Contract Code Section 4100 et seq.
- b. Relation with Sub-Contractor - The Contractor shall bind every Sub-Contractor and every Sub-Contractor agrees to be bound by the terms of the Contract Documents to carry out their provisions insofar as applicable to their work; and the Contractor further agrees to pay to each Sub-Contractor promptly upon issuance of Certificate of Payment, his/her or their due portion.
- c. Owner's Relation - Neither the acceptance of the name of Sub-Contractor nor the suggestion of such name nor any other act of the Owner nor anything contained in any Contract Document is to be construed as creating any contractual relation between the Owner and any Sub-Contractor of any tier.
- d. A Contractor that conducts or participates in bid shopping or bid peddling after the award of this contract shall not receive any additional Task Orders under this contract, and such conduct shall be grounds for immediate termination of this Contract.
- e. The Owner reserves the right to reject any proposed subcontractor, installer, or supplier who cannot show satisfactory evidence of meeting the qualifications required by the Contract Documents. In the event of such rejection, the Contractor shall, within the time frame listed for submittal of revised Proposals, submit the name and qualifications of a replacement subcontractor, installer or supplier satisfactory to the Owner. Such replacement submittal shall be in accordance with all Contract Documents.
- f. No adjustment of Proposal price shall be made in the event of such replacement.

**2.07 PREROGATIVE OF OWNER**

The Owner may perform or employ others to undertake portions of work persistently neglected by the Contractor, provided that, after three days' written notice to the Contractor, work is still undone. In such case, the work shall be done under direction of the Director, or his/her designee, and the cost shall be deducted from the amount of next payment falling due to the Contractor. Such action shall, in no way,

## GENERAL CONDITIONS

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affect the status of either party under contract, nor be held as a basis of any claim by the Contractor for damages or extension of time.

### 2.08 CONTROL OF THE WORK

It is the Director's function to interpret the Contract Documents; pass upon merits of materials and workmanship, compute amounts of and issue certificates for all payments to which Contractor may be entitled; decide upon all deductions from and additions to the Task Order price resulting from alterations after letting of Task Order; determine amount of damages accruing to either Party from any cause; or the scheduling of conferences at any time during the progress of the work, which order shall require the attendance of the Contractor and any or all Sub-Contractors or other Contractors as directed; and perform any other duties herein stated, or within his/her province.

It shall be the responsibility of the Director to make written decisions in regard to all claims of the Owner or Contractor and to interpret the Contract Documents on all questions arising in connection with the execution of the Work.

Orders from the Director shall be in writing only, properly signed; no oral orders from Director nor from anyone acting for him shall be considered binding in case of dispute and no one, other than the Owner, or the Director acting for him, has authority to order changes involving extras or deductions. Superintendents or Inspectors may be assigned by the Owner and/or Engineer to assist them in the conduct of the work and these persons shall be entitled to the same free access to all parts of work, and the degree of authority of such employees to act for the Engineer is as prescribed for the Engineer, such employees acting within the scope of the particular duties entrusted to them.

Authority to stop the work is vested in the Director and may be involved whenever he deems such action necessary to insure proper execution of the Contract and Work may not thereafter be resumed until the Director has given written consent.

### 2.09 INSPECTION

All material and workmanship (if not otherwise designated by the Contract Documents) shall be subject to inspection, examination, and test by the Director at any and all times during manufacture and/or construction and at any and all places where such manufacturing and/or construction activities are performed. The Director, or his/her designee, shall have the right to reject defective material and workmanship or require its correction.

The Contractor shall furnish promptly without additional charge, all reasonable facilities, labor, and materials necessary for the safe and convenient inspection and tests that may be required by the Director.

Should it be considered necessary or advisable by the Director at any time either before acceptance of the entire work or after acceptance and within the guaranty period to make an examination of work already completed, by removing or tearing out same, the Contractor shall on request promptly furnish all necessary facilities, labor, and material. If such work is found to be defective in any material respect, due to the fault of the Contractor or his/her Sub-Contractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, cost necessarily involved in the examination and replacement, as determined by use of the CTC, shall be allowed the Contractor and he shall, in addition, if completion of the work has been delayed thereby, be granted a suitable extension of time on account of the additional work involved.

When the work is completed the Contractor shall notify the Owner in writing that the work will be ready for final inspection and test on a definite date which shall be stated in such notice.

### 2.10 TAXES, PERMITS, FEES, AND INDEMNIFICATION FOR PATENT INFRINGEMENT CLAIM

The Contractor shall pay for and include all Federal, State and local taxes direct or indirect upon all materials, and shall obtain and pay all fees and charges for permits and licenses, unless otherwise specified in Supplemental General Conditions or Technical Specifications of these specifications.

Royalty and license fees incidental to the use of any patented material, device or process shall be paid by the Contractor and in the event of a claim of alleged infringement of patent copyright, or trade secret

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**GENERAL CONDITIONS**

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rights, the Contractor shall indemnify, save the Owner free and harmless, and defend, at the Contractor's own expense, any and all suits that may be brought in such connection.

**2.11 PAYMENT**

Payments shall be made on inspected and approved Work only. If an individual Task Order requires 45 days or less for completion, the Owner will normally make one payment to the Contractor after the Notice of Completion, if required by the County, and retainage shall be paid after final acceptance of all Work contained under the Task Order and all Contract requirements for final payment have been satisfied. For Task Orders requiring greater than 45 days performance period, the Owner will consider a request for partial payments to the Contractor, not more than monthly.

The Owner will make progress payments to the Contractor upon completion of portions of the work, as covered by the contract, in accordance with established County procedures:

- a. Before payment is made, the Contractor shall prepare for the Director's approval a statement covering the actual work completed under the terms of the Task Order.
- b. In making such payment there shall be a retention of ten percent of the payment requested. If, after 50 percent of the work of the Task Order has been completed, the Director finds that satisfactory progress is being made, the Director may reduce the retention to five percent of the amount requested. In addition, after 95 percent of the work has been completed, the Director may reduce the amount withheld to such lesser amount as the Director determines to be adequate security for the fulfillment of the balance of the work and other requirements of the contract. In no event will said amount be reduced to less than 125 percent of the estimated value of the work yet to be completed, as determined by the Director. Such reduction will only be made upon the written request of the Contractor and shall be approved in writing by the surety upon the Performance Bond and the surety upon the Payment Bond. The signature of persons executing the approval for the surety shall be properly acknowledged and the power of attorney authorizing him to give such consent must accompany the approval document.
  1. Substitution of securities for any moneys withheld by the Owner to ensure performance under a contract shall be permitted, provided that substitution of securities provisions shall not apply to contracts in which there will be financing provided by the Farmers Home Administration of the United States Department of Agriculture pursuant to the Consolidated Farm and Rural Development Act (7 U.S.C. Sec. 1921 et seq.), and where federal regulations or policies, or both, do not allow the substitution of securities.
  2. At the request and expense of the Contractor and in compliance with Public Contract Code Section 22300, securities equivalent to the amount withheld pursuant to these specifications shall be deposited by the Contractor with the Owner, or with a state or federally chartered bank as the escrow agent, who shall then pay such withheld amounts to the Contractor upon written authorization of the Owner.
  3. Securities eligible for investment under this section shall include those listed in Section 16430 of the Government Code, bank or savings and loans certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the contractor and the Owner.
  4. Securities to be placed in escrow shall be of a value at least equivalent to the amounts of retention to be paid to the Contractor.
  5. The Contractor shall be beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon.
  6. The Contractor shall enter into an escrow agreement satisfactory to the Owner, which agreement shall substantially comply with Public Contract Code Section 22300.
  7. The Contractor shall obtain the written consent of the surety to such escrow agreement.



## GENERAL CONDITIONS

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- c. All material and work covered by progress payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for all materials and work upon which payments have been made or the restoration of any damaged work or as a waiver of the right of the Owner to require the fulfillment of all of the terms of the contract,
- d. Upon completion and acceptance of all work whatsoever required, and the release of all claims against the Owner as specified, the Director shall file a written Notice of Completion, if required by the County, with the County Recorder as to the entire amount of work performed.
- e. Thirty (30) days after the filing of such Notice of Completion, if required by the Owner, the Owner will pay to the Contractor the amount therein stated, except as provided in paragraph 2.11-g, less all prior payment and advances whatsoever to or for the account of the Contractor, and less material and labor claims duly filed with the Owner on account of this contract. All prior estimates and payments including those relating to extra work shall be subject to correction by this final payment which is referred to throughout this Contract as the Final Payment.
- f. The acceptance by the Contractor of the final payment shall be and shall operate as a release to the Owner of all claims and of all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work, excepting the Contractor's claims for interest upon final payment, if this payment be improperly delayed. No payments, however, final or otherwise shall operate to release the Contractor or his/her sureties from any obligations under this contract or the Performance and Payment Bonds.
- g. Payments may be withheld in the whole or in part if such course be deemed necessary to protect the Owner from loss on account of the failure of the Contractor to (1) meet his/her obligations, (2) expedite the work, (3) correct rejected work, (4) settle damages as herein provided, (5) produce substantial evidence that no claims will be or have been filed, or (6) that unpaid balances may be insufficient to complete the work.
- h. The Contractor shall pay:
  - 1. For all transportation and utility services not later than the 20th day of the calendar month following that in which such services are rendered.
  - 2. For all materials, tools, and other expendable equipment to the extent of 90 percent of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools and equipment are delivered at the site of the project, and the balance of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools and equipment are incorporated or used.
  - 3. To each of his/her Sub-Contractors, not later than the tenth day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his/her Sub-Contractors, including that work performed and paid for under a Change to the Task Order as provided in Section 2.12, to the extent of each Sub-Contractor's interest therein.

### 2.12 CHANGES TO THE TASK ORDER

- a. Changes Requested by the Owner - The Owner may, without invalidating the Task Order, order changes, modifications, deletions, and extra work by issuing additional written Task Orders during the progress of the Work. The Contractor shall not be entitled to compensation for any extra work performed unless the Director has issued an additional written Task Order designating (i) the extra work to be performed, (ii) the price of the extra work, and (iii) the time for completion of the extra work. If the Owner orders work added or to deleted from the Task Order, the price for the additional Task Order shall be determined using the Procedure for Ordering Work set forth in 3.04 of the Supplemental General Conditions.

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**GENERAL CONDITIONS**

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- b. Changes in the Work Claimed by the Contractor - The Contractor may request a change in the Task Order price or an extension of time for completion of the Task Order due to changes in the Work that are not within the scope of the Task Order. The request must be in writing and must be submitted to the Owner prior to beginning the extra work. The Contractor shall not be entitled to compensation for any extra work performed unless the Director has issued an additional written Task Order designating (i) the extra work to be performed, (ii) the price of the extra work, and (iii) the time for completion of the extra work. If the Owner agrees that work is added to or deleted from the Task Order, the price for the additional Task Order shall be determined using the Procedure for Ordering Work set forth in Paragraph 3.04 of the Supplemental General Conditions.
- c. Where the Contractor and the Owner disagree on the scope of, price of, and/or time for changes in the scope of the work, the Owner may require the Contractor to perform such work under a written protest, pursuant to the Resolution of Contract Claims in 2.16 of these General Conditions. The Contractor's failure to submit a written protest to the Director within 5 days of beginning such work constitutes a waiver of any claim.

**2.13 ASSIGNMENT OF MONEYS**

The Contractor shall not assign moneys due or to become due him under the contract without the written consent of the County Auditor-Controller. Any assignment of moneys shall be subject to all proper set-offs in favor of the County and to all deductions provided for in the contract and particularly all money withheld, whether assigned or not, shall be subject to being used by the County for the completion of the work in the event that the Contractor should be in default therein.

**2.14 GUARANTEE OF WORK**

All work shall be guaranteed by the Contractor, except as may be otherwise specified, against defects resulting from the use of inferior materials, equipment or workmanship for one year from the date of completion and acceptance of the Task Order.

If repairs or changes are required in connection with guaranteed work within any guaranteed period, which, in the opinion of the Owner is rendered necessary as the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the contract, the Contractor shall, promptly upon receipt of notice from the Owner, and without expense to the Owner (1) place in satisfactory condition in every particular all of such guaranteed work, correct all defects therein, and (2) make good all damage to the building or site, or equipment or contents thereof, which, in the opinion of the Owner, is the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the contract; and (3) make good any work or materials, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.

If the Contractor disturbs any work guaranteed under another contract in fulfilling the requirements of the contract or of any guarantee, embraced in or required thereby, he shall restore such disturbed work to a condition satisfactory to the Director and guarantee such restored work to the same extent as it was guaranteed under such other contract.

The Owner may have the defects corrected if the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee and the Contractor and his/her surety shall be liable for all expense incurred.

All special guarantees applicable to definite parts of the work that may be stipulated in the Contract Documents shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

**2.15 RESPONSIBILITY FOR DAMAGE**

Neither the County, the Director of Department of Public Works, the General Services Division Manager, nor any officer or employee of the County or any incorporated city, or officer or employee thereof, within

## GENERAL CONDITIONS

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the limits of which the work is being performed, shall be answerable or accountable in any manner, for any loss or damage that may happen to the work or any part thereof; or for any of the materials or other things used or employed in performing the work; or for injury to any person or persons, either workmen or the public, for damage to property from any cause which might have been prevented by the Contractor, or his/her workmen, or anyone employed by him, against all of which injuries or damages to persons and property the Contractor having control over such work must properly guard.

The Contractor shall be responsible for any liability imposed by law for any damage to any person or property resulting from defects or obstructions or from any cause whatsoever during the progress of the work or at any time before the completion and final acceptance.

The Contractor agrees to indemnify, save, hold harmless and at the County's request, defend the County, its all officers, agents, and employees from any and all costs and expenses, attorney fees and court costs, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this agreement and from any and all costs and expenses, attorney fees and court costs, damages, liabilities, claims and losses occurring to any person, firm or corporation who may be injured or damaged by the performance or failure to perform, of contractor, its officers, agents, or employees under this agreement.

### 2.16 RESOLUTION OF CONTRACT CLAIMS

Public works contract claims of three hundred seventy-five thousand (\$375,000) or less which arise between a Contractor and a local public agency shall be resolved in accordance with the provisions of Article 1.5 (Sections 20104-20104.6, inclusive) of Chapter 1 of Part 3 of Division 2 of the Public Contract Code. Article 1.5 requires that its provisions or a summary thereof be set forth in the plans and specifications for any work which may give rise to a claim thereunder. Accordingly, this contract incorporates all of the terms and conditions of Article 1.5, as follows:

#### Article 1.5 Resolution of Contract Claims

20104. (a)(1) This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b)(1) "Public work" has the same meaning as in Sections 3100 and 3106 of the Civil Code, except that "public work" does not include any work or improvement contracted for by the state or the Regents of the University of California.

(2) "Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.

20104.2 For any claim subject to this article, following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b)(1) For claims of less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses or claims the local agency may have against the claimant.

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**GENERAL CONDITIONS**

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(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim as further documented shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c)(1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses or claims the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) If following the meet and confer conference the claim or any portion remains in dispute, the claimant may file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his/her or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference.

20104.4 The following procedures are established for all civil actions filed to resolve claims subject to this article:

(a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by the mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

(b)(1) If the matter remains in dispute, the case shall be submitted to the judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rule pertaining to judicial arbitration.

(2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain

## GENERAL CONDITIONS

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a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of the trial de novo.

(c) The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process. Arbitrators shall be experienced in construction law.

20104.6 (a) No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

(b) In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.

### 2.17 Insurance and Bonds

The Certificate of Insurance will state the contractual liability assumed under this paragraph is covered and shall provide that 10 days' notice of cancellation or reduction in coverage shall be given the Owner.

Contractor's Property Damage Liability insurance shall include coverage for property damage caused by blasting, collapse, structural injuries or damage to underground utilities. The policy shall not contain the "x", "c", or "u" exclusions. The policy shall be underwritten by a carrier admitted to transact insurance in California.

The Certificate of Insurance shall be issued in triplicate, to the COUNTY OF FRESNO, **and all other participating agencies**, whether or not said agencies are named herein, who contribute to the cost of the work or have jurisdiction over areas in which the work is to be performed and all officers and employees of said agencies while acting within the course and scope of their duties and responsibilities.

#### a. Liability

Such insurance shall be endorsed naming the participating County as an additional insured and shall include:

1. General Liability insurance written on a commercial general liability form or on a comprehensive general liability form covering the hazards of premises/operations, contractual, independent contractors, advertising, product/completed operations, broad form property damage, and personal injury with a combined single limit of not less than Two Million dollars (\$2,000,000) per occurrence.
2. The policy's annual aggregate limit shall be at least Five Million dollars (\$5,000,000).
3. If written on a claim made form, Contractor shall be required to provide an extended two year reporting period commencing upon termination or cancellation of this agreement.

#### b. Comprehensive Auto Liability:

Comprehensive auto liability endorsed for all owned, non-owned and hired vehicles with a combined single limit of not less than Two Million dollars (\$1,000,000) per occurrence.

#### c. Workers Compensation:

Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employers Liability with a One Million dollars (\$1,000,000) limit, covering all persons Contractor is legally required to cover.

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**GENERAL CONDITIONS**

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**d. All-Risk Insurance On The Work**

Contractor shall procure and maintain at Contractor's sole cost and expense, Builders Risk Course of Construction insurance, including fire and vandalism coverage, covering the entire work (including any County furnished material and equipment) against loss or damage until completion and acceptance by the County. Such insurance shall be in an amount for the replacement cost of the subject building and improvements and endorsed for broad form property damage, breach of warranty, demolition costs, and debris removal. Deductible not exceeding 5% of the cost will be permitted. Said policy to cover Contractor, Contractor's subcontractors, the County, its agents, the awarding entity, and any Trustee, under the indenture or trust agreement securing the bonds, certificates of participation, or other evidences of indebtedness issued to finance the work contemplated herein. The value of the policy shall be in U.S. currency.

Certified copies of said policy shall be in the form and with insurance company(ies) acceptable to the awarding entity; and in that such certified copies of all insurance policies be filed with the Trustee, if any, as well as the aforementioned parties. Policy shall provide 30 days advance notice of expiration, reduction, change or cancellation of such coverage by registered mail.

**Bonds:**

The successful bidder shall furnish a faithful performance bond in the amount of 100 percent of the maximum potential contract amount and a payment bond in the amount of 100 percent of the maximum potential contract amount. Each bond specified in this Notice (bid bond, faithful performance bond and payment bond) shall meet the requirements of all applicable statutes, including but not limited to those specified in Public Contract Code section 20129 and Civil Code section 3248; said bonds shall be submitted in triplicate.

The payment bond shall contain provisions such that if the Contractor or his subcontractors shall fail to pay (a) amounts due under the Unemployment Insurance Code with respect to work performed under the contract, or (b) any amounts required to be deducted, withheld and paid over to the Employment Development Department from the wages of the employees of the Contractor and subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the surety will pay these amounts. In case suit is brought upon the payment bond, the surety will pay a reasonable attorney's fee to be fixed by the court.

SUPPLEMENTAL GENERAL CONDITIONS

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TABLE OF CONTENTS

SECTION	PAGE
3.01 GENERAL CONDITIONS.....	3-1
3.02 PRE-BID CONFERENCE.....	3-1
3.03 CONFIDENTIALITY OF INMATES/WARDS/PATIENTS/ CLIENTS IDENTITY .....	3-1
3.04 SCOPE OF WORK AND PROCEDURE FOR ORDERING WORK.....	3-1
3.05 INTENT OF CONTRACT DOCUMENTS .....	3-7
3.06 BUILDING PERMIT .....	3-8
3.07 CODES AND REGULATIONS .....	3-8
3.08 COORDINATION OF WORK .....	3-8
3.09 WORK DAY .....	3-8
3.10 SCHEDULE OF OPERATION.....	3-8
3.11 COOPERATION BETWEEN CONTRACTORS .....	3-8
3.12 TEMPORARY FACILITIES.....	3-9
3.13 FIRE PROTECTION AND FIRE INSURANCE.....	3-9
3.14 DUST SEPARATION AND PROTECTIVE BARRICADES .....	3-9
3.15 DAMAGE TO EXISTING WORK.....	3-9
3.16 PROTECTION OF ALARM, SECURITY, COMMUNICATIONS, AND COMPUTER SYSTEMS.....	3-9
3.17 SECURITY.....	3-10
3.18 PARKING.....	3-10
3.19 RECORD DRAWINGS .....	3-10
3.20 GUARANTEE / WARRANTY RESPONSE .....	3-10
3.21 TRENCHING AND EXCAVATION .....	3-10
3.22 ASBESTOS CONTAINING MATERIAL (ACM).....	3-11
3.23 RIGHT TO AUDIT.....	3-12

Solicitation #: 912-4369

JOB ORDER CONTRACT

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**SUPPLEMENTAL GENERAL CONDITIONS**

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**SUPPLEMENTAL GENERAL CONDITIONS****3.01 GENERAL CONDITIONS**

The foregoing General Conditions shall form a part of this section with the same force and effect as though repeated herein.

The Contractor will be provided, at Owner expense, with three (3) sets of Contract Documents. Additional Contract Documents may be obtained at the Contractor's expense, and upon 48 hour notice to the Owner, by placing an order through a reproduction company bonded to transport, print and return Owner documents.

**3.02 PRE-BID CONFERENCE**

**PRE-BID CONFERENCE:** Prospective bidders are highly encouraged to attend the pre-bid conference. Due to the relative complexity of this type of procurement, a detailed orientation on the Job Order Contracting System will be provided during the first half of the meeting. The second half of the pre-bid meeting will be for the purpose of answering questions and discussing Job Order Contracting from a Contractor's viewpoint. The pre-bid meeting will be held at 10:00 a.m. (Local Time), the 22nd of February 2007. The conference will be held at 4525 East Hamilton Avenue, Fresno, CA 93702-4599.

**3.03 CONFIDENTIALITY OF INMATES/WARDS/PATIENTS/CLIENTS IDENTITY**

Some of the Work to be done under this Contract may be done in secured facilities or facilities that require confidentiality. Contractors shall alert and inform their employees that State law requires that the identities of inmates/wards/patients/clients be kept confidential.

Revealing the identities of inmates/wards/patients/clients is punishable by law.

**3.04 SCOPE OF WORK AND PROCEDURE FOR ORDERING WORK****a. Scope of Work**

1. This is for a single indefinite-quantity Contract with the County of Fresno for the supplies or services specified. The effective period for the contract is for 12 months, or the expenditure of a minimum of \$50,000 up to the \$3,000,000 Maximum Contract Value, whichever occurs first.
2. Options, to increase the Maximum Contract Value (not to exceed the legal amount allowed by law), shall be extended by mutual consent of both parties, the respective Owner and the Contractor. **The effective period for the contract (12 months) shall remain unchanged.**
3. The Contractor will be required to Work at any of the Owner's facilities. The Owner makes no commitment as to the award of individual Task Orders. All costs associated with preparing proposals shall be the responsibility of the Contractor.
4. Work or performance shall be made only as authorized by Task Orders issued in accordance with these General Conditions. The Contractor shall furnish to the Owner, the supplies or services specified in the Task Orders up to and including the Maximum Contract Amount. The Owner shall order at least the Minimum Contract Amount of construction services designated in the Contract Documents.
5. The Scope of Work of this Contract shall be determined by individual Task Orders. The Contractor shall provide all pricing, management, design drawings, shop drawings, documents, Work, materials, supplies, parts (to include system components), transportation, plant, supervision, labor, and equipment needed to complete the Task Order. The Contractor shall provide quality assurance as specified in strict accordance with the Contract. The Contractor shall also be responsible for site safety as well as site preparation and cleanup.

**SUPPLEMENTAL GENERAL CONDITIONS**

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6. The Contractor shall conduct the Work in strict accordance with the Contract and all applicable federal, state, and local laws, regulations, or codes.
7. Contractor shall maintain accurate and complete records, files and libraries of documents to include federal, state, and local regulations, codes, applicable laws listed herein, and manufacturers' instructions and recommendations, which are necessary and related to the Work to be performed.
8. Contractor shall prepare and submit required reports, maintain current record drawings, and submit required information. The Contractor shall provide: materials lists to include trade names and brand names, and model materials lists to include trade names, brand names, model number, and ratings (if appropriate) for all materials necessary for a complete job.
9. All Work will be ordered and funded when needed in accordance with the procedures contained in the Contract Documents.
10. All Work will be controlled and monitored by the Owner or designated representative.
11. At the Contractor's expense, the design of architectural, structural, mechanical, electrical, civil, or other engineering features of the Work required by the Contract shall be accomplished or reviewed and approved by architects or engineers registered in the State of California to practice in the particular professional field involved.

b. Non-Pre Priced Work

In addition to the Work unit requirements in the General Requirements Contract Technical Specifications, Volume 3, and the Construction Task Catalog (CTC), Volume 4, the Owner may, from time to time, require Non-Prepriced (NPP) Tasks. The parties shall proceed with these requirements in accordance with the Procedure for Ordering Work contained in Paragraph 3.04 of these General Conditions. These NPP Work unit requirements will be incorporated in individual Task Orders and the Contractor shall accomplish those requirements with the same diligence as those Work units incorporated in this Contract in the CTC and technical specifications.

c. Procedure For Ordering Work

1. As the need for work arises, the Owner will notify the Contractor of the Work and provide written notification.
2. Upon receipt of this notification, the Contractor shall respond within one working day by:
  - a) Establishing verbal contact with the Owner to further define the scope of the requirement, and
  - b) Visiting the proposed Work site in the company of the Owner, and participating in the conduct of a joint scope meeting which will include discussion and establishment of the following:
    - (1) Project number and title
    - (2) Existing site conditions
    - (3) Methods and alternatives for accomplishing Work
    - (4) Definition and refinement of requirements
    - (5) Detailed Scope of Work

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**SUPPLEMENTAL GENERAL CONDITIONS**

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- (6) Requirements for design drawings, sketches, shop drawings, submittals, etc.
  - (7) Tentative construction schedule
  - (8) Preliminary quantity estimates
1. Upon completion of the joint scope meeting, the Owner will issue a Request for Proposal (RFP), which requires that the Contractor prepare a Proposal for the Work under consideration.
  2. The Contractor will prepare the Proposal in accordance with the following:
    - a) Prepriced Work requirements. Prepriced Work requirements will identify the type and number of Work units required from the Construction Task Catalog (CTC), Volume 4a and 4b. The price per unit set forth in the CTC shall serve as the base price for the purpose of the operation of this provision. The Proposal price shall be the sum of the cost of each applicable CTC task, which is calculated according to the following formula:

A= Number of Units Required for CTC Task

B= Applicable Adjustment Factor

C= CTC Price per Unit

Cost of CTC Task

A x B x C
    - b) The Contractor's Proposal shall include support documentation to indicate that adequate engineering and planning for the requirement have been done, and that the Work units and quantities proposed are reasonable for the tasks to be performed. Documentation to be submitted with the Proposal shall include, but not be limited to, design drawings, calculations, catalog cuts, specifications, and architectural renderings, Subcontractor list, and construction schedule. Any Proposal lacking the required items will be considered incomplete and be returned and treated as if never received. Proposals submitted to the Owner are valid for the duration of the Contract.
    - c) Non-Prepriced Work Requirements: Non-prepriced Work shall be separately identified and submitted in the Proposal. Information submitted in support of Non-Prepriced Work shall include, but not be limited to, the following:
      - (1) Complete specifications and technical data, including Work unit content, support drawings, Work unit costs data, quality control and inspection requirements.
      - (2) Work schedule.
      - (3) Pricing data submitted in support of non-prepriced work units shall include a cost or price analysis report, establishing the basis for selecting the approach proposed to accomplish the requirements. Unless otherwise directed by the Owner, costing data will be submitted, demonstrating that the Contractor sought and received three quotes. The Contractor shall

SUPPLEMENTAL GENERAL CONDITIONS

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provide an installed unit price (or demolition price if appropriate), which shall include all costs required to accomplish the Non-Prepriced Task.

- (4) The final price submitted for Non Prepriced (NPP) Tasks shall be according to the following formula:

Contractor Performed Duties

A=Direct Labor Costs and Fringe Benefits per Prevailing Wage Rates.

B=Direct Material Costs (supported by quotes)

C= Direct Equipment Costs (supported by equipment amortization data)

D= Allowable Overhead Costs =  $A \times 55\%$

(This includes Workers Compensation insurance).

E=Allowable Profit =  $(A+B+C) \times 10\%$

Subcontractor Performed Duties

F= Cost of Subcontractors to Contractor (supported by quotes)

G= Contractor's Allowance for Subcontractor Cost =  $F \times 5\%$

The final value of the NPP Task will be:

$A+B+C+D+E+F+G$

- (5) The Owner will evaluate the entire proposal and proposed Work units and compare these with the Owner's estimate of the scope of Work to determine the reasonableness of approach, including the nature and number of Work units proposed. The Owner will determine whether the Contractor's Proposal is in line with its own estimate.
- (6) Following agreement on a Non-Prepriced Work unit content and price, the Work unit price will be adjusted to a Work unit base price equivalent to the price of Work units contained in the Construction Task Catalog. Dividing the agreed-upon unit price requirements to be accomplished during normal working hours shall develop this base price.
- (7) After using a non-prepriced item on three separate Work orders, the unit price for the work item will be negotiated and fixed as a permanent pre-priced item, which will no longer require price justification.

d) Processing Time Limits

- (1) Request for Proposal Submittal. Contractor shall submit the proposal for the Task to the Owner on or before the due date stated in the Request for Proposal (RFP) (14 days maximum unless otherwise specified).
- (2) Request for Information Submittal. Contractor shall make a thorough analysis of each work order and submit all Requests For Information (RFI's) within 7 days after issuance of any RFP. Submission of RFI's shall in no way extend the proposal due date unless deemed necessary by the Owner.

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**SUPPLEMENTAL GENERAL CONDITIONS**

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- (3) Proposal Review. Contractor's Project Manager or agent shall be available for proposal review meetings within 24 hours of being notified by the Owner (via fax, e-mail, or telephone). After review of the proposal, Contractor shall remove all inappropriate line items and adjust quantities as directed by the Owner.
  - (4) Proposal Modification. Only on the Contractor's second proposal shall he/she be granted the opportunity to add new valid line items that may have been omitted from the first proposal. Contractor shall submit a revised proposal within 24 hours of proposal review meeting (unless otherwise specified). Upon review of revised proposal, the Contractor shall remove all line items or adjust quantities deemed inappropriate by the Owner and re-submit the proposal within 24 hours. No new line items may be added to the proposal. No quantities increases or added modifiers will be accepted unless agreed to by the Owner during the second proposal review meeting.
  - (5) The Owner reserves the right to reject a Contractor proposal based on unjustifiable quantities, performance periods, inadequate documentation, or other inconsistencies on the Contractor's part. The Owner reserves the right to issue a Notice to Proceed to the Contractor without having a mutual agreement on a final Task Order price, and that the Contractor will be paid by multiplying the actual quantities used by the appropriate Construction Task Catalog unit price and the applicable Adjustment Factors. Non-Pre-Priced (NPP) Tasks will be priced according to the Total Cost formula set forth in Section 3.04 c 2 (c) (4) of these General Conditions. The Owner also reserves the right to not award a Task Order if it is determined to be in the best interests of the Owner or the proposed cost exceeds the Owner's estimate. In these instances, the Contractor has no right of claim to recoup proposal expenses.
- e) By submitting a signed Proposal to the Owner, the Contractor is agreeing to accomplish the Work outlined in the Scope of Work for that particular Task Order. The Contractor shall include the necessary scope items in the Proposal prior to delivering it to the Owner.
  - f) Each Task Order provided to the Contractor shall state the agreed upon requirements and fixed price of performance. All clauses of this Contract shall be applicable to any Task Orders issued under this clause. Task Orders will be written on an appropriate form. The Task Order, which must be signed by the Owner, constitutes the Owner's acceptance of the Contractor's Proposal. A signed copy will be provided to the Contractor.
  - g) Except in an "emergency response" the Contractor is not to proceed with any Task Order without having required permits and a Notice to Proceed (NTP) signed by the Contract Manager.
  - h) In the event that "immediate emergency response" is necessary, the Owner may elect to use an alternative procedure for such type of Task Orders as long as the

**SUPPLEMENTAL GENERAL CONDITIONS**

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alternative procedure is not substantially more burdensome to the Contractor than the procedure described in this section.

g) All Proposals submitted by the Contractor are valid for the duration of the Contract.

d. Measurements to be Verified

Before ordering any material or doing any Work, the Contractor shall verify all measurements at the site of a specific Task Order, and shall be responsible for the correctness of the measurements. No extra charge or compensation will be allowed based on the difference between actual dimensions and the measurements indicated in the Request for Proposal.

e. Contractor's Responsibility

It is the Contractors' responsibility to verify any and all such items prior to submission of the proposal. Contractors are also cautioned that any Task Order awarded is for all services or Work, as necessary, to repair, and construct the facilities covered by the Contract in accordance with all Contract terms and conditions. It shall also be the duty and responsibility of the Contractor to manage and conduct the required Work in the most effective and efficient manner possible and meet or exceed minimum critical rates or standards.

In addition, the Owner will not entertain claims for additional money, when such claim is based upon a contention the Contract fails to mention a specific item or component of facility covered by the Task Order and the Work is required in the normal course of operations. For example, surfaced area repair statements may not mention culverts. However, culverts are a normal component of roads, streets, or erosion controls and are shown on plots or maps provided. As culverts are a normal component of the system, the Contractor shall be responsible for providing all necessary repair, or replacement Work or service.

f. Pre-Construction Conference

Before the issuance of the first Task Order under this Contract, a conference will be conducted by the Owner to acquaint the Contractor with Owner's procedures that are to be observed during the execution of the Work and to develop mutual understanding relative to the administration of the Contract.

g. ADP Support Requirements

1. The Contractor shall provide and maintain a computer system capable of operating the software supplied by the Owner via internet. The system is to be used by and shall remain the property of the Contractor.
2. The computer system at a minimum will consist of the following OR EQUAL:
  - a) P300 MMX Pentium II Based Computer System with 64Mb RAM, two 3-1/2" 1.44 Mb floppy disk drives, 1 parallel & 2 serial ports, 101 enhanced keyboard, Microsoft mouse, 17" Super-VGA color monitor and a 24X spin CD Rom Drive.
  - b) 4.3 gigabyte or larger hard disk drive compatible with computer in Item a).
  - c) 3 Com Network Card and software
  - d) Hewlett Packard HP6 with Jet Direct Card.
  - e) Voltage surge protection device.
  - f) DSL/Cable Modem (minimum)
  - g) Software

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**SUPPLEMENTAL GENERAL CONDITIONS**

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- (1) MS Windows for Work Groups 3.11 or Windows 97
- (2) PC Anywhere for Windows 2.0
- (3) Microsoft Office Professional

**h. Owner Furnished Software**

Owner-furnished software will be provided to the Contractor for use, as a tool to assist with expedient preparation of cost proposals in response to Owner needs. This software will contain an electronic version (copy) of the Construction Task Catalog (CTC), which can be accessed on the equipment provided by the Contractor to locate and select desired items from the CTC. Once the desired items are selected, the software provides for selection of quantities and based on the selected quantities, will extend and total CTC costs for each proposal. The software will also permit introduction of NPP items and the application of the multiplier.

**3.05 INTENT OF CONTRACT DOCUMENTS**

Some of the Work may require the Contractor to work in in-patient care facilities. The intent Contract Documents will be to construct or reconstruct the hospital facilities for an individual Task Order in accordance with Title 24, California Code of Regulations. Should any conditions develop not covered by the contract documents wherein the completed work will not comply with said Title 24, California Code of Regulations, the Owner shall develop a Task Order detailing specifying any required work and will submit it to OSHPD for approval prior to proceeding with the work.

**3.06 BUILDING PERMIT**

The Contractor shall be responsible for all fees and costs incurred in connection with obtaining permits; however, the Owner will reimburse the Contractor for the actual cost of the permit or inspection fees, as part of the Task Order, with no additional allowance for overhead and profit.

**3.07 CODES AND REGULATIONS**

All work, materials, and equipment shall be in full compliance with the **2001** edition of the California Building Code; California Plumbing Code; California Electrical Code; Cal/OSHA Safety Regulations; and all Federal, State and Local laws, ordinances, regulations, and Fresno County Charter Provisions applicable in the performance of the work.

**3.08 COORDINATION OF WORK**

The Contractor shall coordinate all work with the Owner to minimize any interruptions to the normal operation of County operations; particularly interruptions to air conditioning, electrical services, alarm system, communications, and computer systems.

**3.09 WORK DAY**

All work shall be set forth as part of the Task Order.

Saturday and Sunday work will not be allowed except by written approval of the Owner, and upon 48 hours advance notice.

Payment requirements for shift differential and overtime shall be as set forth in the Collective Bargaining Agreement for the trade, on file with the State Department of Industrial Relations, Division of Labor Statistics and Research. Bidders and contractors are urged to contact the Prevailing Wage Unit at 415/557-0561 or 415/703-4281 for information on these requirements.

**3.10 SCHEDULE OF OPERATION**

## SUPPLEMENTAL GENERAL CONDITIONS

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Time is of the essence in the performing of any Task Order under this Contract. The Contractor shall schedule the work in a manner that will progress to completion without interruption.

### 3.11 COOPERATION BETWEEN CONTRACTORS

- a. If separate Contracts are let for Work within or adjacent to the Project site as may further be hereinafter detailed in the Contract Documents, the Contractor shall conduct his Work so as not to interfere with or hinder the progress of completion of the Work being performed by other contractors.
- b. The Contractor shall assume all liability, financial or otherwise, in connection with this Contract, and shall protect and hold harmless the Owner from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced by the Contractor because of the presence and operations of other contractors working within the limits of the same improvement. The Contractor shall assume all responsibility for all Work not completed or accepted because of the presence and operations of other contractors.
- c. The Contractor shall arrange the Work and placement and disposal of the materials being used, so as not to interfere with the operations of other contractors within or adjacent to the limits of the Project site. The Contractor shall join the Work with that of others in an acceptable manner and shall perform it in proper sequence to that of others.

### 3.12 TEMPORARY FACILITIES

- a. Water and Electricity: Contractor may connect to existing water and electricity available on the site provided it is suitable to the Contractor's requirements. Water and electricity used will be paid by the Owner. Contractor shall bear all expenses for carrying the water or electricity to the appropriate locations and to connect or tap into existing lines. Contractor shall furnish fuel and other power for the operation of the heavy equipment, pneumatic tools and compressors.
- b. Toilet Facilities maybe available on the site to the workmen engaged in the performance of the contract. The use of such facilities may be revoked in the event of excess janitorial requirements or at the discretion of the County.
- c. If temporary facilities are not available, the Contractor shall furnish such facilities, as needed, at no expense to the County

### 3.13 FIRE PROTECTION AND FIRE INSURANCE

Contractor shall not perform any fire hazardous operation adjacent to combustible materials. Any fire hazardous operation shall have proper fire extinguisher close by and the adjacent area shall be policed before stopping work for the day.

Contractor shall provide not less than one OSHA / NFPA Class 10-ABC fire extinguisher for each 9,000 square feet of project area or fraction thereof.

### 3.14 DUST SEPARATION AND PROTECTIVE BARRICADES

When directed as part of an individual Task Order, the Contractor shall erect temporary dust separation partitions and floor mats as necessary to confine dust and debris within area of work. Contractor shall post signs, erect and maintain barriers and warning devices for the protection of the general public and Owner personnel.

The Contractor shall provide adequate protection for all parts of the present buildings and its contents and occupants wherever work under this contract is to be performed.

The Contractor shall observe that the health and welfare of occupants of the existing buildings may be affected by noises and fumes produced by the construction. Insofar as is possible, loud and unnecessary



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**SUPPLEMENTAL GENERAL CONDITIONS**

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noise is to be avoided and noise producing work should be performed as far away from occupied areas as is consistent with the efficient conduct of the work.

**3.15 DAMAGE TO EXISTING WORK**

Damage to existing construction, equipment, planting, etc., by the Contractor in the performance of his work shall be replaced or repaired and restored to original condition by the Contractor at the Contractor's expense.

**3.16 PROTECTION OF ALARM, SECURITY, COMMUNICATIONS, AND COMPUTER SYSTEMS**

The Contractor shall be responsible for all costs incurred by the Owner on these systems as a result of work by the Contractor or damage caused by the Contractor's operations, including costs associated with false fire alarms caused by Contractor operations.

**3.17 SECURITY**

Security provisions will be strictly enforced. All parties who are required to perform their individual services at the site shall be limited to the area required to complete the work. Such access shall be obtained by notification to the Building Superintendent, of the time and place, prior to commencing the work.

All keys used during construction shall be numbered. Each key issued shall be recorded and its prompt return shall be strictly enforced. Duplication of any keys issued is strictly prohibited. These keys shall be returned to the Owners representative at the end of each working day, when required.

When work is performed in secured facilities, it is incumbent upon all Contractors to alert all workmen of the necessity for extreme care in accounting for, and keeping all areas free of any and all types of hand tools, power tools, small parts, scrap material, and all other materials which might be concealed upon the person of an inmate/ward/patient, at all times when such tools and materials are not used for the task at hand.

Each work area shall be kept clean and in order both during working hours and at the completion of the working day.

**3.18 PARKING**

The Owner will provide parking spaces at the project site when parking is available. Contractor shall not rely on Owner to provide parking.

**3.19 RECORD DRAWINGS**

The Contractor shall be provided with xerox bond prints at no cost, upon which a record of all changes to the project plans shall be made. As the work progresses, the Contractor will be responsible for and shall maintain a record of all deviations in the mechanical, electrical, plumbing and other work from that indicated on the plans. As a condition for considering the project complete, the record drawings must be delivered to the Resident Engineer, and deemed acceptable.

**3.20 GUARANTEE / WARRANTY RESPONSE**

Attention is directed to General Conditions Section 2.14 "Guarantee Of Work", the Guaranty in the Bid.

In lieu of any time limits imposed or implied by the above referenced contract documents or stated in standard product warranties or special warranties, the Contractor shall respond within 24 hours to notice from the Owner that repairs or changes are required in connection with guaranteed work or equipment within the guarantee period.

**3.21 TRENCHING AND EXCAVATION**

## SUPPLEMENTAL GENERAL CONDITIONS

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In accordance with Section 7104 of the California Public Contract Code, the following provisions shall apply to any contract involving digging of trenches or other excavations that extend deeper than four feet below the surface:

- a. The contractor shall promptly, and before the following conditions are disturbed, notify the Owner, in writing, of any:
  1. Material that the contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
  2. Subsurface or latent physical conditions at the site differing from those indicated.
  3. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Task Order.
- b. The Owner shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work, shall issue an additional Task Order in accordance with the provisions of Section 2.12 of the General Conditions.
- c. In the event that a dispute arises between the Owner and the contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the contractor's cost of, or time required for, performance of any part of the work, the contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all work to be performed under the contract. The contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

### 3.22 ASBESTOS CONTAINING MATERIAL (ACM)

When the Task Order requires the Contractor not to remove ACM, the contractor shall exercise caution when working around ACM to prevent the release of ACM into the atmosphere.

If damage to ACM results in release of airborne asbestos fibers to the atmosphere, then control measures required by Federal and State regulations must be instituted at the Contractors expense.

Any ACM damaged by the Contractor's operations shall be repaired at the Contractor's expense in accordance with applicable Federal, State and local laws and regulations.

When the Task Order requires the removal of ACM, the Contractor shall remove, transport, and dispose of either non-friable ACM or less than 100 square feet of friable ACM in accordance with Federal, State and local statutes and regulations.

The Contractor shall furnish project notification documents, employee information, equipment certifications, material specifications and samples, project work plan and air monitoring plan, and other project submittals or documentation as required by statute or regulation.

The methods for removal and disposal of either non-friable ACM or friable ACM selected by the Contractor shall be approved by the Owner before commencing removal operations. If, during the course of removal operations, the Owner determines that removal methods used by the Contractor result or may result in releasing airborne asbestos fibers to the atmosphere, the Contractor shall immediately cease his current ACM removal operations and propose a new method for removal of ACM for the approval of the Owner.

If removal of ACM results in release of airborne asbestos fibers to the atmosphere, then control measures required by Federal and State regulations must be instituted at the Contractors expense.

## SUPPLEMENTAL GENERAL CONDITIONS

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Work area air monitoring may be required for individual Task Orders, at the discretion of the Owner. Work area air monitoring shall be paid for by the Contractor.

The Engineer reserves the right to require the Contractor, at the Contractor's expense, to utilize a contractor certified by the Contractors State License Board and registered with the Division of Occupational Safety and Health to remove and dispose of ACM, if, in the opinion of the Engineer based on the Contractor's performance of ACM removal, only a certified and registered contractor would possess the technical skills and resources required to remove the ACM.

At the Contractor's option, removal and disposal of non-friable ACM or friable ACM where removal and disposal may result in release of airborne asbestos fibers to the atmosphere may be subcontracted to a contractor certified by the Contractors State License Board and registered with the Division of Occupational Safety and Health.

### 3.23 Right to Audit

All Accounting Records - The Contractor shall make available to the Owner for auditing, all relevant accounting records and documents, and other financial data, and upon request, shall submit true copies of requested records to the Owner.

Requests for Change and Claims - If the Contractor submits a Request for Change or a claim to the Owner, the Owner shall have the right to audit the Contractor's books to the extent they are relevant.

Audit Right Includes - This right shall include the right to examine books, records, documents, and other evidence and accounting procedures and practices, sufficient to discover and verify all direct and indirect costs of whatever nature claimed to have been incurred or anticipated to be incurred and for which the claim has been submitted.

Right To Inspect Plans - The right to audit shall include the right to inspect the Contractor's plans, or such parts thereof, as may be or have been engaged in the performance of the Work.

Right To Audit Subcontractors - The Contractor further agrees that the right to audit encompasses all subcontracts and is binding upon subcontractors. The rights to examine and inspect herein provided for shall be exercisable through such representatives as the Owner deems desirable during the Contractor's normal business hours at the office of the Contractor.

# THE COUNTY OF FRESNO

## VOLUME 2 (SAMPLE)

SOLICITATION #: 912-4369

SAMPLE BIDDING DOCUMENTS

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# COUNTY OF FRESNO

## INVITATION FOR BID

NUMBER: 912-4369

JOB ORDER CONTRACT

### VOLUME 2

February 22, 2007

Purchasing Use

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ORG/Requisition:

Jop

**IMPORTANT: SUBMIT BID IN SEALED PACKAGE WITH BID NUMBER, CLOSING DATE AND CONTRACTOR'S NAME MARKED CLEARLY ON THE OUTSIDE TO:**

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE  
FRESNO, CA 93702-4599

**Closing Date of Bid will be at 2:00 p.m., on March 22, 2007**

**BIDS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.**

Bids will be opened and publicly read at that time. All bid information will be available for review after contract award.

Clarification of specifications are to be directed to: **Gary Parkinson, phone (559) 456-7110, FAX (559) 456-7831**

#### FRESNO COUNTY PURCHASING GENERAL CONDITIONS

**"County of Fresno Purchasing Standard Instructions And Conditions For Request for Proposal (RFP'S) and Requests for Quotations (RFQ'S)" do not apply to this solicitation. See General Conditions in Volume 1.**

#### BIDDER TO COMPLETE

UNDERSIGNED AGREES TO PERFORM CONSTRUCTION TASKS OR SERVICES STIPULATED IN THE ATTACHED BID SCHEDULE AT THE PRICES AND TERMS STATED:

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

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

Telephone Number

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

Facsimile Number

\_\_\_\_\_ E-mail Address

CA Contractor License No.: \_\_\_\_\_

Signed By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

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SAMPLE



J O B   O R D E R   C O N T R A C T

Contract No.:

Federal or State Grant Program and Project No.

Fund / Subclass / Org / Account / Program or Memo Nos.:

The undersigned, as bidder, declares that the only persons, or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the Bid Documents therein referred to; and he proposes and agrees if this bid is accepted, that he will contract with the County of Fresno to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and according to the requirements of the Owner as therein set forth, and that he will take in full payment therefore the following Adjustment Factors, to-wit:

Name of Bidder/Firm: \_\_\_\_\_

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

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

Name of Authorized Representative (Print): \_\_\_\_\_

Tax ID#: \_\_\_\_\_

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





### BIDDERS' CHECKLIST

Because of numerous technical irregularities resulting in rejected bids for recent projects, the following checklist is offered for the bidders' information and use in preparing the bid. This checklist is not to be considered as part of the contract documents. Bidders are cautioned that deleting or not submitting a form supplied in the bid documents (even if the form does not require signature) may result in an irregular bid.

#### P-4, BID SHEET

Bidder name on each sheet. Price for each item. Make no additions such as "plus tax", "plus freight", or conditions such as "less 2% if paid by 15th". Use black ink or typewriter. Acknowledge addenda.

#### SUBCONTRACTOR LIST

Bidders are not required to submit a list of subcontractors with their bids as the General Requirements Contract is an indefinite quantity contract and therefore the work is not defined prior to award. However, if the Contract is awarded, the successful bidder will be required to submit a list of all subcontractors with all Proposals for individual Task Orders.

#### P-5 & 6, SIGNATURE PAGE - READ THE NOTICES AND NOTES

Indicate type of bid security provided.

Provide contract license information.

State business name and if business is a:

Corporation - list officers

Partnership - list partners

Joint Venture - list members; if members are corporations or partnerships, list their officers or partners.

Individual - list Owner's name and firm name style

Signature of Bidder - Bid Must Be Signed!

Corporation - by an officer

Partnership - by a partner

Joint Venture - by a member

Individual - by the Owner

If signature is by a Branch Manager, Estimator, Agent, etc., the bid must be accompanied by a power of attorney authorizing the individual to sign bids, otherwise the bid may be rejected.

Business Address - Firm's Street Address

Mailing Address - P.O. Box or Street Address



BID SECURITY (BID GUARANTEE)

Ten Thousand Dollars (\$10,000.00).

Type of Bid Security:

Cash - Not recommended; cash is deposited in a clearing account and is returned to bidders by County warrant. This process may take several weeks.

Cashier's or Certified Checks - Will be held until the bid is no longer under consideration. If submitted by a potential awardee, they will be returned when the contract bonds are submitted and approved.

Bid Bonds - Must be signed by the bidder and by the attorney-in-fact for the bonding company. Signature of attorney-in-fact should be notarized and the bond should be accompanied by bonding company's affidavit authorizing attorney-in-fact to execute bonds. An unsigned bid bond will be cause for rejection.

P-7, NON COLLUSION AFFIDAVIT

Must be completed, signed, and returned with bid.

P-11, GUARANTY OF WORK

Optional for bidder to complete and return with bid.

OTHER

If you remove the bid from the specifications booklet, please staple the pages together.

Make sure your bid envelope is sealed and shows the project name.

If you mail your bid, allow time for postal delay. Bids received after the set time will be returned unopened. Be sure the statement "Do Not Open Until Time of Bid Opening" is on the envelope.

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If you have any questions, please contact Gary Parkinson, Purchasing Division, (559) 456-7110.



**BIDDER:** \_\_\_\_\_  
**PROJECT:** Job Order Contract

This Work is to be performed in accordance with the Bidding Documents including the Bidding Information, Contract forms, General and Supplemental Conditions, and Addenda Numbers \_\_\_\_\_, and \_\_\_\_\_.

Bid Items:

I. Adjustment Factors. The Contractor bids four adjustment factors that will be applied against the prices set forth in the Construction Task Catalog. These adjustment factors will be used to price out fixed price work orders by multiplying the adjustment factor by the unit prices and quantities.

II. Base Period (12 months from Notice of contract award or expenditure of the \$1,500,000 maximum value of the contract for the County of Fresno, whichever occurs first)

Item 1- Unit work requirements to be performed during **Normal Working Hours for County of Fresno Projects** as ordered by the County in individual Task Orders against the contract.

1. .    \_\_\_\_\_

\_\_\_\_\_ Bid for normal working hours - in words

Item 2- Unit work requirements to be performed during **Other Than Normal Working Hours for County of Fresno Projects** as ordered by the COUNTY in individual work orders against the contract. (Note: Item 2 may not be lower than Item 1)

2. .    \_\_\_\_\_

\_\_\_\_\_ Bid for other than normal working hours - in words

**Award Criteria County of Fresno Contract:** The award will be based on a weighted average of the Bid Factors evaluated as follows: 80% of Normal Working Hours for County of Fresno Projects added to 20% of Other Than Normal Working Hours for County of Fresno Projects.

Award Formula County of Fresno Contract:

Line 1	Item 1	_____
Line 2	Line 1 Multiplied by .80	_____
Line 3	Item 2	_____
Line 4	Line 3 Multiplied by .20	_____
Line 5	Add Lines 2 and 4	_____



**BIDDER:** \_\_\_\_\_

In case of a discrepancy between words and figures, the words shall prevail.

If this bid shall be accepted and the undersigned shall fail to contract, as aforesaid, and to give the two bonds in the sums to be determined as aforesaid, with surety satisfactory to the Awarding Authority, within ten (10) days after the award of the contract, the Awarding Authority, at its option, may determine that the bidder has abandoned the contract, and thereupon this bid and the acceptance thereof shall be null and void, and the forfeiture of such security accompanying this bid shall operate and the same shall be the property of the Owner.

**PROJECT:** Job Order Contract

Accompanying this bid is security (check one only) in amount equal to Ten Thousand Dollars (\$10,000.000):

Bid Bond (    ); Certified Check (    ); Cashier's Check (    ); Cash (\$ \_\_\_\_\_ )

The names of all persons interested in the foregoing bid as principals are as follows:

**IMPORTANT NOTICE:** If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing firm; if bidder or other interested person is an individual, state first and last name in full.

**FIRM NAME** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensed in accordance with an act providing for the registration of Contractors,

Class \_\_\_\_\_ License No. \_\_\_\_\_ Expires \_\_\_\_\_

(Furnishing Contractor License information as part of this bid is optional and is requested to facilitate verification of licensure)

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Dated

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if



bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his signature shall be placed above. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a Power of Attorney must be on file with the Owner prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

BUSINESS ADDRESS: \_\_\_\_\_  
Zip Code

MAILING ADDRESS: \_\_\_\_\_  
Zip Code

BUSINESS PHONE: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

SAMPLE



PROJECT: Job Order Contract

To the Board of Supervisors, County of Fresno:

**NONCOLLUSION AFFIDAVIT**

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID \*

\_\_\_\_\_

(Printed or Typed Name)

being first duly sworn, deposes and says that he or she is

\_\_\_\_\_

(Owner, Partner, Corporate Officer (list title), Co-Venturer)

of \_\_\_\_\_

(Bidding Entity)

the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Dated)

(Title 23 United States Code Section 112)

(Calif Public Contract Code Section 7106; Stats.1988, c. 1548, Section 1.)

\* NOTE: Completing, signing, and returning the Noncollusion Affidavit is a required part of the Bid. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.



PROJECT: Job Order Contract

**CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS.**

The \_\_\_\_\_ or proposed subcontractor, \_\_\_\_\_ hereby certifies that he/she *has/has not* participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that he <has or has not> filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

\_\_\_\_\_  
(Company)

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

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

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

**NOTE:** The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Director, Office of Federal Contract Compliance, U. S. Department of Labor.



PROJECT: Job Order Contract

**NOTE:** The bidder shall check Box A or Box B. If the bidder does not check a box it will be deemed that he has checked Box A.

The bidder certifies that:

- A. ( ) I do not intend to subcontract any work on this project.  
B. ( ) I do intend to subcontract portions of the work on this project.

In accordance with the provisions of Section, "Participation by Minority Business Enterprises in Subcontracting," in the Special Provisions, I have taken affirmative action to seek out and consider minority business enterprises for the portions of the work which are intended to be subcontracted and that such affirmative actions are fully documented in my records and are available upon request. In addition, I will take such affirmative action on any future subcontracting for the life of this contract.

The above certification is required by Executive Order 11625.

Bidder: \_\_\_\_\_

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

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

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





PROJECT: Job Order Contract

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

DEBARMENT AND SUSPENSION CERTIFICATION

The \_\_\_\_\_ under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;

has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

( ) No Exceptions

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

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action:

\_\_\_\_\_

Note: Providing false information may result in criminal prosecution or administrative sanctions.

The above certification is part of the Bid. Signing the Bid on the signature portion thereof shall also constitute signature of this Certification.

By my signature on this bid, I certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Title 23 United States Code, Section 112 Non-Collusion Affidavit and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

Bidder: \_\_\_\_\_

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

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

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



**PROJECT: Job Order Contract**

(This guaranty shall be executed by the successful bidder in accordance with instructions in the Special Provisions. The bidder may execute the guaranty on this page at the time of submitting his bid.)

**G U A R A N T Y**

To the Owner: County of Fresno

The undersigned guarantees the construction and installation of the following work included in this project:

**ALL WORK**

Should any of the materials or equipment prove defective or should the work as a whole prove defective, due to faulty workmanship, material furnished or methods of installation, or should the work or any part thereof fail to operate properly as originally intended and in accordance with the plans and specifications, due to any of the above causes, all within twelve (12) months after date on which this contract is accepted by the Owner, the undersigned agrees to reimburse the Owner, upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project, including the cost of any such equipment or materials replaced and the cost of removing and replacing any other work necessary to make such replacement or repairs, or, upon demand by the Owner, to replace any such material and to repair said work completely without cost to the Owner so that said work will function successfully as originally contemplated.

The Owner shall have the unqualified option to make any needed replacement or repairs itself or to have such replacements or repairs done by the undersigned. In the event the Owner elects to have said work performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from the Owner. If the undersigned shall fail or refuse to comply with his obligations under this guaranty, the Owner shall be entitled to all costs and expenses, reasonably incurred by reason of said failure or refusal.

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

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

Contractor



## Pre-Award Survey

### I. INTRODUCTION

#### A. DESCRIPTION OF PRE-AWARD SURVEY DOCUMENTS

The Pre-Award Survey is being required to assist the Owner in determining the responsibility of your firm. The Pre-Award Survey consists of one section: (1) Management Plan.

#### B. ORGANIZATION OF PRE-AWARD SURVEY

The information and documents submitted by the contractor must be organized and follow the same format as the Pre-Award Survey. The original document provided to the contractor may be taken apart and additional documents neatly inserted. Oversized documents must be folded to 8 1/2" by 11" and suitably presented. Duplicate pages 2, 3, and 4 if additional space is required to supply the requested information. The entire set of documents to be submitted must be firmly bound and include a cover sheet that sets forth the contractor's name and contract number.

### II. MANAGEMENT PLAN

Prepare a management plan for this contract. The plan must present the contractor's overall approach to managing the project including the following:

- Management team
  - Provide an organizational chart
  - Describe the responsibilities and duties of each person
  - Indicate who will:
    - Manage overall contract
    - Perform joint scopes
    - Prepare proposals
    - Negotiate subcontracts
    - Supervise work
  - Provide the resumes of key individuals
- Plan for supervising and coordinating subcontractors
- Quality control/quality assurance procedures to be followed
- Record keeping requirements
- Communication flow among project participants
- Support to be provided from the home office

The management plan must follow the general outline presented above. Additional information may be provided.



# THE COUNTY OF FRESNO

## SAMPLE AGREEMENT



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**A G R E E M E N T**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, at Fresno, in Fresno County, California, by and between \_\_\_\_\_ hereinafter called the Contractor, and the County of Fresno hereinafter called the Owner.

WITNESSETH: That the Contractor and the Owner, for the consideration hereinafter named, agree as follows:

**ARTICLE I.** The Contractor agrees to furnish all labor and materials, including tools, implements, and appliances required, and to perform all the work in a good and workmanlike manner, free from any and all liens and claims of mechanics, materialmen, subcontractors, artisans, machinists, teamsters, draymen and laborers required for:

**JOB ORDER CONTRACT**

Contract No.

Located within Fresno County, California, all in strict compliance with the Contract Documents therefore prepared by the Director of the Fresno County Department of Public Works and his authorized representatives hereinafter called the Engineer, and other contract documents relating thereto.

**ARTICLE II.** The Contractor and the Owner agree that the Advertisement (Notice to Contractors), the Wage Scale, the Bid hereto attached, the Instructions to Bidders, the General Conditions and Supplemental General Conditions of the contract, the Specifications, the Construction Task Catalog and the Addenda and Bulletins thereto, the Contract Bonds and Certificates of Liability and Workers Compensation Insurance, and the Contract Change Orders, together with this Agreement, form the Contract Documents, and they are as fully a part of the contract as if hereto attached or herein repeated. The specifications and drawings are intended to cooperate so that any work exhibited in the drawings and not mentioned in the specifications, or vice versa, is to be executed the same as if both are mentioned in the specifications and set forth in the drawings, to the true intent and meaning of the said drawings and specifications when taken together. But no part of said specifications that is in conflict with any portion of this Agreement, or that is not actually descriptive of the work to be done thereunder, or of the manner in which the said work is to be executed, shall be considered as any part of this Agreement, but shall be utterly null and void, and anything that is expressly stated, delineated or shown in or upon the specifications or drawings shall govern and be followed, notwithstanding anything to the contrary in any other source of information or authority to which reference may be made.

**ARTICLE III.** The Contractor agrees that the work under the contract shall be completed as determined by the Owner and stated in the Notice to Proceed for the Task Order. Time of performance shall be deemed as of the essence hereof and it is agreed that actual damages to the owner from any delay in completion beyond the date established in the individual Task Order, or any extension thereof until the work is completed or accepted, shall be all provable damages plus liquidated damages stated in the table below:

Project Size	Liquidated Damages
Under \$10,000	\$50/day
\$10,000 to 100,000	\$100/day
\$100,000 TO 500,000	\$250/day
\$500,000 to 1,000,000	\$500/day



Over \$1,000,000

\$1,000/day

The loss to the Owner in the event of a delay considering the following damage items which are extremely difficult or impossible to determine: Additional construction expense resulting from delay of completion including, but not limited to, engineering, inspection, rental and utilities; provided, however, the Owner may conditionally accept the work and occupy and use the same if there has been such a degree of completion as shall in its opinion render the same safe, fit and convenient for the use for which it is intended and in such cases the Contractor and Surety shall not be charged for liquidated damages for any period subsequent to such conditional acceptance and occupation by the Owner but Owner may assess actual damages caused by failure of total completion during such period. The time during which the Contractor is delayed in said work by the acts or neglects of the Owner or its employees or those under it by contract or otherwise, or by the acts of God which the Contractor could not have reasonably foreseen and provided for, or by storms and inclement weather which delays the work, or by any strikes, boycotts, or like obstructive action by employee or labor organizations, or by any general lockouts or other defensive action by employers, whether general, or by organizations of employers, shall be added to the time for completion as aforesaid.

**ARTICLE IV.** The Owner agrees to pay the Contractor in current funds for the performance of the contract

- a. Normal Working Hours for County of Fresno Projects: Contractor shall perform any or all functions called for in the General Conditions during normal working hours in the quantities specified in individual work orders against this contract for the unit price sum specified in the CTC multiplied times the adjustment factor of

\_\_\_\_\_  
Utilize four decimal places

- b. Other Than Normal Working Hours for County of Fresno Projects: Contractor shall perform any or all functions called for in the General Conditions during other than normal working hours in the quantities specified in individual work orders against this contract for the unit price sum specified in the CTC multiplied times the adjustment factor of

\_\_\_\_\_  
Utilize four decimal places

and to make payments on account thereof as provided in the General Conditions.

**ARTICLE V.** The Contractor and the Owner agree that changes in this Agreement or in the work to be done under this Agreement shall become effective only when written in the form of a supplemental agreement or change order and approved and signed by the Owner and the Contractor. It is specifically agreed that the Owner shall have the right to request any alterations, deviations, reductions or additions to the Contract Documents, and the amount of the cost thereof shall be added to or deducted from the amount of the contract price aforesaid by fair and reasonable valuations thereof.

And this contract shall be held to be completed when the work is finished in accordance with the original Contract Documents as amended by such changes. No such change or modification shall release or exonerate any surety upon any guaranty or bond given in connection with this contract.



**ARTICLE VI.** In the event of a dispute between the Owner and the Contractor as to an interpretation of any of the Contract Documents or as to the quality of sufficiency of material or workmanship, the decision of the Owner shall for the time being prevail and the Contractor, without delaying the job, shall proceed as directed by the Owner without prejudice to a final determination by negotiation, arbitration by mutual consent or litigation and should the Contractor be finally determined to be either wholly or partially correct, the Owner shall reimburse him for any added costs he may have incurred by reason of work done or material supplied beyond the terms of the contract as a result of complying with the Owner's directions as aforesaid. In the event the Contractor shall neglect to prosecute the work properly or fail to perform any provisions of this contract, the Owner, after three days' written notice to the Contractor, may, without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor, subject to final settlement between the parties as in this paragraph hereinabove provided.

**ARTICLE VII.** If the Contractor should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors should persistently violate any of the provisions of the contract, or if he should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper material, or if he should fail to make prompt payment to subcontractors or for material or labor or persistently disregard laws, ordinances or the instructions of the Owner, fail to begin the Work at the time specified, fail to submit a Proposal according to the Procedure set forth in these General Conditions, fail to adhere to the provision of the Subletting & Subcontracting Fair Practices Act, then the Owner may, when sufficient cause exists to justify such action, serve written notice upon the Contractor and his surety of its intention to terminate the contract, such notice to contain the reasons for such intention to terminate the contract, and unless within five days after the serving of such notice, such violations shall cease and satisfactory arrangements for correction thereof be made, the contract shall, upon the expiration of said five days, cease and terminate.

In the event of any such termination, the Owner shall immediately serve written notice thereof upon the surety and the Contractor, and the surety shall have the right to take over and perform the contract, provided, however, that if the surety within ten (10) days after the serving upon it of notice of termination does not give the Owner written notice of its intention to take over and perform the contract or does not commence performance thereof within the ten (10) days stated above from the date of the serving of such notice, the Owner may take over the work and prosecute the same to completion by contract or by any other method it may deem advisable for the account and at the expense of the Contractor, and the Contractor and his surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may without liability for so doing, take possession of and utilize in completing the work, such materials, appliances, plant and other property belonging to the Contractor as may be on the site or the work and necessary therefore. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished.

If the unpaid balance of the contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner. The expense incurred by the Owner as herein provided, and damage incurred through the Contractor's default, shall be certified by the Owner.

**ARTICLE VIII.** The Owner may terminate the Contract for the Owner's convenience by sending written notice to the Contractor, stating the effective date of such termination. Immediately upon receipt of such notice, the Contractor shall then provide similar written notice to the affected Subcontractor(s); whereupon the Contractor and Subcontractor(s) shall, except for services necessary for the orderly termination of the Work: (i) stop all Work and place no further order or Subcontracts for materials,





services, equipment or supplies; (ii) assign to the Owner, in the manner and to the extent directed, all of the rights of the Contractor(s) under Work orders, purchase orders and subcontracts or sub-subcontracts relating to the portion of the Work that has been completed; (iii) terminate Work orders, purchase orders and subcontracts or outstanding to the extent that they relate to the Work and are not assigned to the Owner; (iv) take any action necessary to protect property in the Contractor's possession in which the Owner has or may acquire an interest; and (v) take any other action toward termination of the Work which the Owner may direct.

In the event that all or a portion of the Work of the Contractor is terminated for the Owner's convenience, the Contractor shall be entitled to payment of those costs relating to the completed portion of the Work as hereinafter defined. The Owner shall pay to the Contractor, subject to the limitations herein set forth, the sum of the following costs which represent the respective interest of the Contractor to the completed portion of the Work:

Portion of the amount of the Task Order(s) related to the Work completed by the Contractor immediately prior to Notice of Termination less the payments for progress or changes previously made.

No payment shall be made for Work not actually performed. Deductions will be made by the Owner for any amounts previously paid to Contractor and for any amounts which may be due the Owner, or which Owner may offset or withhold by the terms hereof.

The total amount of all payments to the Contractor shall not exceed in any event, the proportion of the Work actually performed (including materials delivered to the Project Site minus credits for returned goods or canceled orders) at the date of termination bears to the entire Work to be performed hereunder. Any payment to Contractor under this Subparagraph shall be made in accordance with the provisions of the "Payments" Section of this Contract.

After receipt of a notice of termination for convenience, Contractor shall submit to the Owner its written termination claim in the form and with the supporting documentation the Owner may require such as invoices, certified payrolls, receipts and other proof of expenditures. Such claims shall be submitted promptly, but in no event more than ninety days after the effective date of termination. Failure to submit a claim within ninety days after the effective date of termination shall constitute a waiver of the claim.

**ARTICLE IX.** In accordance with the provisions of Section 1770 of the Labor Code, the Director of the Department of Industrial Relations of the State of California has determined the general prevailing rates of wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Section 1773.8, apprenticeship or other training programs authorized by Section 3093, and similar purposes applicable to the work to be done. Said wages are on file with the Clerk of the Board of Supervisors, Room 301, Hall of Records, Fresno, California, and are incorporated herein by reference.

It shall be mandatory upon the Contractor herein and upon any subcontractor to pay not less than the said specified rates to all laborers, workmen and mechanics employed by them in the execution of the contract.

The Contractor shall comply with Labor Code Section 1775. In accordance with said Section 1775, the Contractor shall forfeit as a penalty to the Owner \$50.00 for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for such work or craft in which such workman is employed for any work done under the contract by him or by any subcontractor under him in violation of the provisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each workman for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor.



The Contractor and each subcontractor shall keep or cause to be kept an accurate record showing the names and occupations of all laborers, workmen and mechanics employed by him in connection with the execution of this contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations.

Attention is directed to the provisions in Section 1777.5 and Section 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

**ARTICLE X.** It is further understood and agreed that, in accordance with the provisions of Sections 1810 to 1815 of the Labor Code of the State of California, eight (8) hours labor shall constitute a day's work, but because this is a contract for public work, work performed by employees of the Contractor and each Sub-Contractor in excess of eight (8) hours per day, and forty (40) hours in any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1 1/2) times the basic rate of pay. The Contractor and each Sub-Contractor shall keep an accurate record showing the names and actual hours worked of all workers employed by him in connection with the work contemplated by this agreement, which record shall be open at all reasonable hours to the inspection of the Owner or its officer or agents and to the Chief of the Division of Labor Statistics and Law Enforcement of the Department of Industrial Relations, his deputies or agents; and it is hereby further agreed that said Contractor shall forfeit as a penalty to the Owner the sum of twenty-five (\$25) dollars for each laborer, workman, any subcontractor under him, for each calendar day during which such laborer, workman or mechanic is required or permitted to labor more than eight (8) hours in violation of this stipulation.

The Board of Supervisors hereby specifies that portions of the work can only be performed outside the regular working hours as defined in the applicable collective bargaining agreement filed with the Director of Industrial Relations in accordance with Labor Code Section 1773.1, and that the overtime requirements for Saturdays, and holidays are hereby waived for these portions of the work, as more particularly described in the specifications. However, this exemption shall not negate the overtime provisions specified in Labor Code Section 1815.

**ARTICLE XI.** The Contractor agrees to indemnify, save, hold harmless and at the County's request, defend the County, its all officers agents, and employees from all suits or actions of every name, kind and description, brought for, or on account of any injuries or damages received or sustained by any person or persons, by or from the Contractor, his/her servants or agents, in the construction of the work or by or in consequence of any negligence in guarding the same, in improper materials used in its construction, or by or on account of any act or omission of the Contractor or his/her agents. In addition to any remedy authorized by law, so much of the money due the Contractor under and by virtue of the contract as shall be considered necessary by the Owner may be retained by the Owner until disposition has been made of such suits or claims for damages as aforesaid. Contractor shall furnish the Owner with certificate of an insurance carrier of adequate insurance coverage or this undertaking with limits as stated below.

The Certificate of Insurance will state the contractual liability assumed under this paragraph is covered and shall provide that 10 days' notice of cancellation or reduction in coverage shall be given the Owner.

Contractor's Property Damage Liability insurance shall include coverage for property damage caused by blasting, collapse, structural injuries or damage to underground utilities. The policy shall not contain the "x", "c", or "u" exclusions. The policy shall be underwritten by a carrier admitted to transact insurance in California.

The Certificate of Insurance shall be issued in triplicate, to the COUNTY OF FRESNO, and all other participating agencies, whether or not said agencies are named herein, who contribute to the cost of the



work or have jurisdiction over areas in which the work is to be performed and all officers and employees of said agencies while acting within the course and scope of their duties and responsibilities.

a. Liability

Such insurance shall be endorsed naming the County of Fresno as an additional insured and shall include:

1. General Liability insurance written on a commercial general liability form or on a comprehensive general liability form covering the hazards of premises/operations, contractual, independent contractors, advertising, product/completed operations, broad form property damage, and personal injury with a combined single limit of not less than Two Million dollars (\$2,000,000) per occurrence.
2. The policy's annual aggregate limit shall be at least Five Million dollars (\$5,000,000).
3. If written on a claim made form, Contractor shall be required to provide an extended two year reporting period commencing upon termination or cancellation of this agreement.

b. Comprehensive Auto Liability:

Comprehensive auto liability endorsed for all owned, non-owned and hired vehicles with a combined single limit of not less than One Million dollars (\$1,000,000) per occurrence.

c. Workers Compensation:

Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employers Liability with a One Million dollars (\$1,000,000) limit, covering all persons Contractor is legally required to cover.

d. All-Risk Insurance On The Work

Contractor shall procure and maintain at Contractor's sole cost and expense, Builders Risk Course of Construction insurance, including fire and vandalism coverage, covering the entire work (including any County furnished material and equipment) against loss or damage until completion and acceptance by the County. Such insurance shall be in an amount for the replacement cost of the subject building and improvements and endorsed for broad form property damage, breach of warranty, demolition costs, and debris removal. Deductible not exceeding 5% of the cost will be permitted. Said policy to cover Contractor, Contractor's subcontractors, the County, its agents, the awarding entity, and any Trustee, under the indenture or trust agreement securing the bonds, certificates of participation, or other evidences of indebtedness issued to finance the work contemplated herein. The value of the policy shall be in U.S. currency.

Certified copies of said policy shall be in the form and with insurance company(ies) acceptable to the awarding entity; and in that such certified copies of all insurance policies be filed with the Trustee, if any, as well as the aforementioned parties. Policy shall provide 30 days advance notice of expiration, reduction, change or cancellation of such coverage by registered mail.



ARTICLE XII. The Contractor represents that he has secured the payment of Workers Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. Contractor shall supply the Owner with certificates of insurance in triplicate, evidencing that Workers Compensation Insurance is in effect and providing that the Owner will receive 10 days' notice of cancellation. If Contractor self-insures Workers Compensation, Certificate of Consent to Self-Insure should be provided the Owner.

The improvement contemplated in the performance of this contract is a Job Order Contract improvement over which the County shall exercise general supervision and therefore shall have the right to assume full and direct control over this contract whenever said agency at its sole discretion shall determine that its responsibility to the United States so requires.

This Contract, \_\_\_\_\_, was awarded by the Board of Supervisors on \_\_\_\_\_. It has been reviewed by the Department of Public Works and is in proper order for signature by the Chairman of the Board of Supervisors.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first herein above written.

CONTRACTOR

COUNTY OF FRESNO

\_\_\_\_\_  
Contractor Name (Authorized Representative)

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Print Name and Title

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

\_\_\_\_\_  
Mailing Address

REVIEWED & RECOMMENDED  
FOR APPROVAL

By: \_\_\_\_\_  
John A. Navarrette  
General Services Division Manager

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

By: \_\_\_\_\_  
Richard L. Brogan  
Director, Public Works and Planning

\_\_\_\_\_  
Taxpayer Federal ID No.

APPROVED AS TO LEGAL FORM

\_\_\_\_\_  
California State Contractors License No.

By: \_\_\_\_\_  
Phillip S. Cronin  
County Counsel

FORM

APPROVED AS TO ACCOUNTING

By: \_\_\_\_\_  
Vicki Crow  
Auditor-Controller/Treasure-Tax Collector

ACCOUNTING USE ONLY:

General Services  
Fund 0001  
Subclass 10000  
Organization 0135  
Account 7220

Various Other County Departments