CONSULTANT FOR THE DEVELOPMENT OF STASTICAL DATA, SUPPORT INFORMATION, FUNCTIONALITY, AND OPTIONS DEVELOPMENT FOR SHORT/LONG TERM BUILDING PLANNING
Project #15-0326

(MTHIS IS NOT A FACILITIES MASTER PLAN DOCUMENT)

Marin Community College District

Attn: Greg Nelson, VP Finance & College Operations
Administration Building 8
College of Marin
1800 Ignacio Blvd. Novato, CA 94949

ATTN: UPS DOES NOT DELIVER TO THIS ADDRESS

Bid Date: 3:00 p.m. Thursday, March 26, 2015
Bids Are Due by 4:00p.m. April 2, 2015
NOTICE INVITING BIDS

1. Notice is hereby given that the Governing Board (“Board”) of the Marin Community College District (“District”), of the County of Marin, State of California, will receive sealed bids for the CONSULTANT FOR THE DEVELOPMENT OF STATISTICAL DATA, SUPPORT INFORMATION, FUNCTIONALITY, AND OPTIONS DEVELOPMENT FOR SHORT/LONG TERM BUILDING PLANNING #15-0326, (“Project”) up to, but not later than, 4:00 p.m. Thursday, April 2, 2015, and will thereafter publicly open and read aloud the bids. All bids shall be received at the office of the District Buyer, located at College of Marin, Indian Valley Campus, 1800 Ignacio Blvd., Building 9 AS 100, Novato, California.

Note: It is the responsibility of the bidder to make sure that the bid is delivered to the address listed above. Please be informed that UPS does not deliver directly to this physical address. (THIS IS NOT A FACILITIES MASTER PLAN DOCUMENT, THIS WILL BE BID AT A LATER DATE)

2. Each bid shall be completed on the Bid Proposal Form included in the Contract Documents, and must conform and be fully responsive to this invitation, the plans and specifications and all other Contract Documents. The Contract Documents are available for review at the College of Marin, Indian Valley Campus, 1800 Ignacio Blvd., Administrative Services Building 8, Rm 130, Novato, California, 94949.

3. (If Applicable) Each bid shall be accompanied by cash, a cashier's or certified check, or a bidder’s bond executed by a surety licensed to do business in the State of California as a surety, made payable to the District, in an amount not less than ten percent (10%) of the maximum amount of the bid. The check or bid bond shall be given as a guarantee that the bidder to whom the contract is awarded shall execute the Contract Documents and will provide the required payment and performance bonds and insurance certificates within ten (10) days after the notification of the award of the Contract.

4. (If Applicable) the successful bidder shall comply with the provisions of the Labor Code pertaining to payment of the generally prevailing rate of wages and to apprenticeships or other training programs. The Department of Industrial Relations has made available the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft, classification or type of worker needed to execute the Contract, including employer payments for health and welfare, pension, vacation, apprenticeship and similar purposes. Copies of these prevailing rates are available to any interested party upon request and are online at http://www.dir.ca.gov/DLSR. The Contractor and all Subcontractors shall pay not less than the specified rates to all workers employed by them in the execution of the Contract. It is the Contractor’s responsibility to determine any rate change.
5. **(If Applicable)** the schedule of per diem wages is based upon a working day of eight hours. The rate for holiday and overtime work shall be at least time and one half.

6. **(If Applicable)** the substitution of appropriate securities in lieu of retention amounts from progress payments in accordance with Public Contract Code §22300 is permitted.

7. No bid may be withdrawn for a period of sixty (60) days after the date set for the opening for bids except as provided pursuant to Public Contract Code §§5100 et seq. The District reserves the right to reject any and all bids and to waive any informalities or irregularities in the bidding.

8. Minority, women, and disabled veteran contractors are encouraged to submit bids. This bid is **not** subject to Disabled Veteran Business Enterprise requirements.

MARIN COMMUNITY COLLEGE DISTRICT
By: Greg Nelson, Vice President, Finance & College Operations

DATED: March 26, 2015
I. INSTRUCTIONS TO BIDDERS

(THIS IS NOT A FACILITIES MASTER PLAN DOCUMENT)

Each bid submitted to the Marin Community College District (“District”) for the CONSULTANT FOR THE DEVELOPMENT OF STATISTICAL DATA, SUPPORT INFORMATION, FUNCTIONALITY, AND OPTIONS DEVELOPMENT FOR SHORT/LONG TERM BUILDING PLANNING #15-0326, shall be in accordance with the following instructions and requirements, which are part of the Contract Documents for this Project.

1. Deadline For Receipt of Proposals. Each bid shall be sealed and submitted to the District Buyer no later than 4:00 p.m. on Thursday, April 2, 2015. The District suggests that bids be hand delivered in order to ensure their timely receipt. Any bids received after the time stated, regardless of the reason, shall be returned, unopened, to the bidder. The Buyer office is located at College of Marin, Indian Valley Campus, 1800 Ignacio Boulevard, Building 9, Room 100, Novato, California, 94949.

2. Requests for Information. A bidder’s failure to request clarification or interpretation of an apparent error, inconsistency or ambiguity in the Contract Documents waives that bidder’s right to thereafter claim entitlement to additional compensation based upon an ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent Contractor, subject to the limitations of Public Contract Code §1104. Any questions relative to the bid shall be in writing and directed to the District Buyer at the address specified for receipt of bid proposals. These requests may be faxed to the District Buyer at (415) 883-3261 or e-mailed to buyer@marin.edu. These requests shall be submitted to the District at least five (2) working days prior to the date the bid is due (Tuesday March 31, 2015).

3. Bid Proposal Forms. All bid proposals shall be made on the form provided by the District. All items on the form shall be filled out in ink. Numbers should be stated in figures, and the signatures of all individuals must be in long hand. The completed form shall be without interlineations, alterations, or erasures.

4. Execution of Forms. Each bid must give the full business address of the bidder and must be signed by the bidder or bidder’s authorized representative with his or her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership.
shall be furnished. A bidder's failure to properly sign required forms may result in rejection of the bid. All bids must include the bidder's contractor license number(s) and expiration date(s).

5. **Withdrawal of Bid Proposals.** Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of sixty (60) days after the opening of bids, except as permitted pursuant to Public Contract Code §5103.

6. **Addenda or Bulletins.** The District reserves the right to issue addenda or bulletins prior to the opening of the bids subject to the limitations of Public Contract Code §4104.5. Any addenda or bulletins issued prior to bid time shall be considered a part of the Contract Documents.

7. **Rejection of Bids and Award of Contract.** The District reserves the right to waive any irregularities in the bid and reserves the right to reject any and all bids. The Contract will be awarded, if at all, within sixty (60) calendar days after the opening of bids to the lowest responsible and responsive bidder, subject to Governing Board approval. The time for awarding the Contract may be extended by the District with the consent of the lowest responsible, responsive bidder.

8. **Execution of Contract.** The successful bidder shall, within ten (10) calendar days of the Notice of Award of the Contract, sign and deliver to the District the executed Contract along with the bonds and certificates of insurance required by the Contract Documents. In the event the successful bidder fails or refuses to execute the Contract or fails to provide the bonds and certificates as required, the District may declare the bidder’s bid deposit or bond forfeited as liquidated damages, and may award the work to the next lowest responsible, responsive bidder, or may reject all bids and, in its sole discretion, call for new bids. In all cases, the District reserves the right, without any liability, to cancel the award of Contract at any time prior to the full execution of the Contract.

9. **Evidence of Responsibility.** Upon the request of the District, a bidder shall submit promptly to the District satisfactory evidence showing the bidder’s financial resources, the bidder’s experience in the type of work being required by the District, the bidder’s availability to perform the Contract and any other required evidence of the bidder’s qualifications to perform the Contract and any other required evidence of the bidder’s qualifications and responsibility to perform the Contract. The District may consider such evidence before making its decision to award the Contract. Failure to submit requested evidence may result in rejection of the bid.

10. **Taxes.** Applicable taxes shall be included in the bid prices.

11. **Bid Exceptions.** Bid exceptions are not allowed. If the bidder has a comment regarding the bid documents or the scope of work, the bidder shall submit those comments to the District for evaluation at least five working days prior to the opening of the bids. No oral or telephonic modification of any bid submitted will be considered and a sealed written...
modification may be considered only if received prior to opening of bids. E-mailed or faxed bids or modifications will not be accepted.

12. **Discounts.** Any discounts which the bidder desires to provide the District must be stated clearly on the bid form itself so that the District can calculate the net cost of the bid proposal. Offers of discounts or additional services not delineated on the bid form will not be considered by the District in the determination of the lowest responsible responsive bidder.

13. **Bid Negotiations.** A bid response to any specific item of this bid using terms such as “negotiable,” “will negotiate,” or similar, will be considered non-responsive.

14. **Prevailing Law.** In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. All equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law, including, but not limited to, Labor Code §§1771, 1778 and 1779.

15. **Allowances.** An “allowance” means an amount included in the bid proposal for work that may or may not be included in the Project, depending on conditions that will become known only after the Project is underway.

16. **Form and Approval of Contract.** The Contract Documents must be approved by the Governing Board of the District and its legal counsel. The bidder selected by the District shall execute the Contract provided by the District.

17. **Denial of Right to Bid.** Contractors or Subcontractors who have violated state law governing public works shall be denied the right to bid on this public works contract pursuant to California Labor Code § 1777.7.

18. **Bidders Interested in More Than One Bid.** No person, firm, or corporation shall make, or file, or be interested in more than one bid. However, a person, firm, or corporation that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or from submitting a prime proposal.

19. **Fingerprinting.** **This Section applicable to K-12 only.**

20. **Disabled Veterans Participation Goals.** **This Section is applicable to K-12 only.**

21. **Bid Protest.** Any bid protest must be in writing and received by the District Office before 5:00 p.m. no later than three (3) working days following bid opening and must comply with the following requirements:

   a. The bid protest must contain a complete statement of the basis for the protest, and all supporting documentation.
b. The party filing the protest must have actually submitted a bid for the Project. A Subcontractor of a bidder submitting a bid for the Project may not submit a bid protest. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.

d. The protest must include the name, address and telephone number of the person representing the protesting bidder.

e. The bidder filing the protest must concurrently transmit a copy of the bid protest and all supporting documentation to all other bidders with a direct financial interest which may be affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District before 5 p.m., no later than two (2) working days after the deadline for submission of the bid protest or other receipt of the bid protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

g. The procedure and time limits set forth in this section are mandatory and are the bidder’s sole and exclusive remedy in the event of bid protest. The bidder’s failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

h. If the District determines that a protest is frivolous, the protesting bidder may be determined to be non-responsible and that bidder may be determined to be ineligible for future contract awards by the District.

i. A “working day” for purposes of this section means a weekday during which the District’s office is open and conducting business, regardless of whether or not school is in session.
II. SCOPE OF SERVICES
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A. Support Information

The support information needed for a comprehensive District Wide Plan includes the following three major categories:

- Functionality – Educational Program
- Statistical
- Building

Functionality – Educational Program

There are two sub-categories associated with this support category. The first, Educational Delivery, it is how the College delivers the pedagogy and what kinds of facilities are needed to support this delivery. The second sub-category is Community Input. Community input is divided by “internal” and “external”. Internal input will come from on “campus” stakeholders such as Citizens’ Oversight Committee, Facilities Planning Committee, Faculty Senate, Student Organizations, Classified Senate and all other yet to be identified on campus groups. The external input will come from off “campus” stakeholders such as Friends of the Corte Madera Creek, City of Novato, Marin County, Building Trades, City of Larkspur, City of Novato Parks and Recreation, Friends of Kentfield, Town of Ross, Marin County Office of Education, Marin Conservation Corps, Community Action Marin-Marin HeadStart, Property Owners Associations, The Branson School, Marin Brain Injury Network and other yet to be identified off-campus groups. Recognizing that each campus may have a distinct academic goal, individual campuses, as well as District-wide input sessions are included below.

Task 1.0 – Educational Delivery

- Meet with The Educational Strategic Planning Committee to discuss their timing, opportunities related to facilities that support the educational plan and general direction of the District. Near the end of the Strategic Planning Committee process hold a work session to assure alignment of the academic structure to facilities for all campuses.
- Hold a one or two day Charettee with the following to gather input on current space deficiencies and to discuss future space needs, the educational direction of the District and the three campuses:
• Board of Trustees
• Selected Academic Groups
• Executive Leadership
• Deans
• After gaining input from the internal and external groups, and The Educational Strategic Plan Committee, hold a one day Charettee with the selected academic groups, and Administration to determine a draft statement on the overall academic facility goals.

Task 2.0 – Community Input

• Hold a scheduled two day “stop-by” discussion with each of the internal group stakeholders. This initial stop-by discussion will be to explore the overall “impression” of the facilities on the three campuses, the adequacy to meet current and future needs, and to discover any facility “big picture” opportunities.
• Hold a scheduled evening gathering with the external group stakeholders. Depending on the number of participants this may be either a group discussion or several separate table discussions. This meeting will be to discover the “communities” “impression” of the District and the campus facilities.
• Discussion with Facilities and other designated stakeholders concerning community partnerships and joint use facilities.

Functional-Educational Program Outcome: Summary of all discussions and meetings, and preparation of a presentation for the Board of Trustees to include a summary of data collected and the draft recommended academic facility goals.

Statistical Support
The statistical support tasks will create the quantification of current and projected users of space on each campus. The demographic analysis and student projection will be completed in conjunction with the Planning, Research and Institutional Effectiveness Department. Together with the “building data” calculation in the task #7 below, current and future facility needs can be quantified.

Task 3.0 – Student-User Projections
• Meet with the Director of Planning, Research and Institutional Effectiveness to discuss enrolment data and enrolment projections.
• Complete a demographic analysis of the District’s “draw” area. This would include discussion on high school capture rates and other marking initiatives being generated by the District.
• Complete a WSCH (Weekly Student Contact Hours) report for the District and for all three campuses.

Statistical Support Outcome: Summary of all discussions and meetings, and the documentation of the current and projected users and space need. Final report will include a combination of the statistical information in this task with the current building data from task #6 below, creating both capacity and utilization reports as well as projected space needs.

Building Support

Building support is created through three areas:

1. The creation of Institutional Standards
2. Engineering and other consultant reports
3. The Physical Plant documentation

The institutional standards are developed through interactive discussions with both facilities and maintenance and operation. They would include commonly used material and equipment documentation and outline “specifications”, design goals and principals, furnishings and equipment types, design and construction process and procedures and “green” standards. This would be a District document with specific variances for each campus.

The engineering and consultant reports would be completed on all three campuses and for the following disciplines:

• Civil Engineering – Traffic
• Civil Engineering – Underground Utilities. Gas, Water, Sanitary, Storm, Electrical, Technology, Low Voltage
• Low Voltage
• Environmental
• Technology
• ADA and Way Finding
• Geotechnical
• Mechanical / Electrical
• Hazardous Waste
• Planning

The Physical Support Data will come from a variety of current and recently completed documentation and on site documentation of space usage and quantities. Current and recent documentation includes the Facility Conditions Assessment Report, Fusion and ONUMA, and the School Dude Information.
Task 4.0 – Institutional Standards

- Meet with Facilities and Maintenance and Operations to determine current information availability. During this meeting a list of the types of material and equipment commonly used District wide and by campus will be completed.
- Meet with Facilities and Maintenance and Operations and other yet to be determined stakeholders to discuss and determine what District and campus elements will be contained in the Design Goals and Principals.
- Meet with Facilities, Maintenance and Operations and Purchasing to determine the process flow for both design and construction of small, medium and large projects. This will be used to complete a process and producers “flow” diagram for discussion.
- Meet with Facilities, Maintenance and Operations and representatives from the academic programs to determine a list of furnishings and equipment commonly used for the District and for each Campus. Review current manufactures and support vendors.
- Meet with Facilities, Maintenance and Operations and other stakeholders yet to be determined to review “Green” standards. This meeting would include the review of other sample standards and scope of the standards.
- A second meeting with Facilities, Maintenance and Operations and other yet to be determined stakeholders to discuss a draft of the various documents that will lead to the Institutional Standards.
- A third meeting with Facilities, Maintenance and Operations and other yet to be determined stakeholders to review a final draft of the Institutional Standards. A recommendation to the Board of Trustees will be made at this meeting.

Task 5.0 – Engineering Reports

- A review of current facility documentation will be conducted for each campus to determine current knowledge and to define the extent of involvement for each identified discipline.
- A meeting with Facility and Maintenance and Operations staff will be conducted to collect institutional knowledge on current physical plant.
- A meeting with Facilities and Maintenance and Operations to discuss the scope of work for each identified engineering or other consultant report.
- A Scope of work will be written for each identified discipline.
- A compilation of all studies into one complete report will be made.

Task 6.0 – Physical Plant

- In preparation for this task, all current information concerning existing facilities will be collected. This would include creating reports using the Facility Conditions Assessment
Report, FUSION and ONUMA, School Dude and other sources to summarize by campus, space use/type, square footage and location. It would also include current capacity and utilization reports based on enrollment statistics.

- Complete a capacity and utilization report for the District and the three campuses. This report along with the enrollment projections and the WSCH analysis will drive the anticipated facility space need.
- Complete a documentation of the support spaces, such as administration, faculty offices, student gathering and activity spaces, storage, campus security, community spaces and yet to be identified space.
- Complete a documentation of exterior support spaces, such as parking, fields and plazas, and other spaces that support the District and the three campuses.

Building Support Outcome: Summary of all discussions and meetings; an printed and electronic document for the Institutional Standards, Engineering and Other Consultants Reports, and the Physical Plant documentation. The Physical Plant data documentation will be used in conjunction with the Statistical Support Data, task # 3 above, in calculation of the “Facility Quantities”.

B. Options Development

The Support Phase produces the academic facility goals, the statistical and calculated need and the building support information, all contributors to the formulation of the options. This step would involve a selection of an Architectural Support team to organize the options and to complete the graphical portion of the plan.

**Task 7.0 – Architectural Team Selection (Add Alternate)**

- Develop a scope of work for the architectural team that would involve the review of the support documents, a discussion with Facilities and other designated stakeholder and the development of options for the campuses.
- A request for proposal will be written and distributed.
- Participation in the review of statements of qualifications and if needed an interview of the top candidates.

**Task 8.0 – Option Development**

- Several options for the individual campuses will be developed for review by the Architectural Support Team. Options to be based on the Support Phase input and Site Meetings.
- The review of options prior to the individual site reviews.
- Participation in the initial and the final site review option meetings.
Participation in the development of the Board of Trustees presentations.

Options Development Outcomes: Summary of all discussions and meetings; the development of a request for proposals for the Architectural Support Team and a written summary of the review of statement of qualifications and if completed, the interview of the top candidates. A written review and recommendation on the various options and the final option for each campus.

C. District Wide Master Plan

Task 9 – Site Reviews and Board of Trustees’ Approval

- Final Site Forum review meetings to gain support for a recommendation on a campus option.
- Final Board approval will include the individual campus graphical plans from the Architectural Support Team and a summary of all the support data.

Site and Board Approval Outcomes: Summary of all discussions and meetings and the participation in the final presentation for the site review and Board of Trustee’s Approval.

Required Attachments:

1. Bid Proposal Form
2. Addenda
3. Worker’s Compensation Certificate
4. Non-Collusion Affidavit
5. W-9 Request for Taxpayer Identification Number and Certification
Dear Members of the Governing Board:

The undersigned, doing business under the name of _______________________________
_______________________________________________, having carefully examined the location of the proposed work, the local conditions
of the place where the work is to be done, the Notice Inviting Bids, the General Conditions, the Instructions to Bidders, the Plans and
Specifications, and all other Contract Documents for the proposed Kentfield Stairs and Handrails Project #14-0729, (“Project”), and having
accurately completed the Bidder’s Questionnaire, proposes to perform all work and activities in accordance with the Contract Documents,
including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the
construction of the Project in strict conformity with the Contract Documents, including the Plans and Specifications as follows:

BASE BID:

For the sum of: ______________________________________
__________________________________________Dollars     ($  ________________________________)

ADDITIVE/DEDUCTIVE ALTERNATE [if applicable]:

Additive/Deductive Alternate #1 ______________________________________________

Add/Subtract _________________________________________   Dollars  ($______________________)

Additive/Deductive Alternate #2 __________________________________________________________

Add/Subtract _________________________________________   Dollars  ($______________________)

Additive/Deductive Alternate #3 __________________________________________________________

Add/Subtract _________________________________________   Dollars  ($______________________)

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or
omissions on the part of the undersigned in making this bid.

Enclosed find certified or cashier’s check No._________________________ of the
__________________________________________ Bank for ________________________________ Dollars
($__________________) or Bidder’s Bond of the ________________________________ surety company in an amount of not less
than ten percent (10%) of the entire bid. The undersigned further agrees, on the acceptance of this proposal, to execute the Contract
and provide the required bonds and insurance, and that in case of default in executing these documents within the time fixed by the
Contract Documents, the proceeds of the check or bond, accompanying this bid, shall be forfeited and shall become the property of
the District.
Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is
understood that this bid is based upon completing the work within the number of calendar days specified in
the Contract Documents.
To be completed by bidder and submitted with bid.

ADDENDA:

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: ____________
Addendum # _____ Dated: ____________
Addendum # _____ Dated: ____________
Addendum # _____ Dated: ____________

Respectfully Submitted,

Company: ______________________________________________
Address: ______________________________________________
                                                   ______________________________________________
By: __________________________________________
    (Please Print Or Type)
Signature: ___________________________________________
Title: _______________________________________________
Date: _______________________________________________
Phone: ______________________________________________
Contractor’s License No: _______________ Expiration Date ___________
WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

___________________________________________
Contractor

By: _______________________________________

In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.
To be completed by bidder and submitted with bid.

NONCOLLUSION AFFIDAVIT

State of California
County of (________________________)

____________________________________________, being first duly sworn, deposes and says that he or she is _________________ ______ of ____________________________ the party making the foregoing bid, and affirms 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 correct; 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, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

Date:  ____________________
____________________________________________
Signature

State of ______________________, County of __________________________

On _______________ before me, ___________________________________, personally appeared

____________________________________________
personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

____________________________________________
Signature of Notary Public

(THIS IS NOT A FACILITIES MASTER PLAN DOCUMENT)
To be completed by bidder and submitted with bid.
1. **DEFINITIONS**

**Addendum:** A written change or revision to the Contract Documents issued to the prospective bidders prior to the time of receiving bids.

**Alternate:** The sum to be added to or deducted from the base Bid if the change in scope of work as described in Alternates is accepted by the District.

**Approved:** Approved by the District or the District’s authorized representative unless otherwise indicated in the Contract Documents.

**Architect:** The person or firm holding a valid license to practice architecture or engineering which has been designated (if any designated) to provide architectural or engineering design services on this Project. When Architect is referred to within the Contract Documents and no architect or engineer has in fact been designated, then the matter shall be referred to the District Director of Maintenance and Operations.

**As Directed:** As directed by the District or its Architect, unless otherwise indicated in the Contract Documents.

**As Selected:** As selected by the District or its Architect, unless otherwise indicated in the Contract Documents.

**Bid:** The properly completed and signed proposal to perform the construction work for the Project as described in the Contract Documents.

**Construction Manager:** The individual or entity named as such by the District. If no Construction Manager is designated for the project, all references to the Construction Manager in these Contract Documents shall mean the District and/or its designee or designees.

**Contract:** The legally binding agreement between the District and the Contractor wherein the Contractor agrees to furnish the labor, materials, equipment, plant and appurtenances required to perform the work described in the Contract Documents and the District agrees to pay the Contractor for such work.

**Contract Documents:** The Contract Documents are described in the Contract for this Project.

**Contractor:** The person or entity holding a valid license in the State of California required for performing this Project and who has contracted with the District to perform the construction work described in the Contract Documents. The term Contractor shall be construed to mean all of the officers, employees, Subcontractors, suppliers, or other persons engaged by the Contractor upon the work of this Project.
District: The District, its Governing Board, authorized officers and employees, and authorized representatives.

DSA: The State of California Division of the State Architect which has the authority to review, approve and inspect the design, alteration and construction of school buildings.

Final Completion: Final Completion is achieved when the Contractor has fully completed all Contract Document requirements, including, but not limited to, all final punch list items, to the District’s satisfaction.

Furnish: Purchase and deliver to site of installation.

Governing Board: The Governing Board of the District.

Indicated or As Shown: Shown on drawings and/or as specified.

Inspector: The person engaged by the District to conduct the inspections required by the Education Code and Title 24.

Install: Fix in place, for materials; and fix in place and connect, for equipment.

Modification: An authorized change to the Contract Documents, which may or may not include a change in contract price and/or time.

Project: The total construction work and activities described in these Contract Documents.

Secure: Obtain.

Subcontractor: A person, firm, or corporation, duly licensed by the State of California, who has a contract with the Contractor to furnish labor, materials and equipment, and/or to install materials and equipment for work in this Contract.

2. INSURANCE

a. Contractor shall obtain the following insurance from a company or companies acceptable to District. All required insurance must be written by a company licensed to do business in the State of California at the time the policy is issued. All required insurance shall be equal to or exceed an A VIII rating as listed in Best's Insurance Guides' latest edition. On a case-by-case basis, District may accept insurance written on a company listed on the State of California Department of Insurance List of Eligible Surplus Lines ("LES LI List") with a rating of A VIII or above as listed in Best’s Insurance Guides’ latest edition. Required documentation of such insurance shall be furnished to the District at the time stated in the Notice of Award. Contractor shall not commence work nor shall it allow its employees or Subcontractors or anyone to commence work until all insurance required
hereunder has been submitted and approved and a notice to proceed has been issued.

3. Termination for Cause:

1) If the Contractor refuses or fails to furnish sufficient materials, work force, equipment, and appurtenances to properly prosecute the work in a timely manner, or if Contractor refuses or fails to comply with any provisions of the Contract Documents, or if Contractor should file a bankruptcy petition or make a general assignment for the benefit of Contractor’s creditors or if a receiver should be appointed on account of Contractor’s insolvency, then the District may give the Contractor and Contractor’s Surety written notice of intention to terminate the Contract. Unless within seven (7) calendar days after the serving of such notice upon the Contractor and Contractor’s Surety such violation shall cease and arrangements for correction of such conditions shall be made satisfactory to the District, the Contract shall cease and terminate. In the event of such termination, the District shall immediately serve written notice thereof upon the Contractor and Contractor’s Surety.

2) In the event of termination for cause, in addition to all remedies available to the District, the Contractor’s Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance within five (5) calendar days from the date issuance of such notice of termination, the District may take over the work and prosecute the same to completion by letting another Contract, or by any other method that the District deems advisable. The Contractor and Contractor’s Surety shall be liable for any excess cost occasioned the District thereby, and in any such event the District may take possession of such materials, equipment, and other property belonging to the Contractor as may be on the site and use same in completing the work.

Termination of Suspension for Convenience:

The District reserves the right, in its sole discretion, to terminate or suspend all or part of the Contract for convenience, following three (3) days written notice to the Contractor. In the event of termination or suspension for convenience, Contractor shall have no claims against the District, except:

1) The actual cost of labor, materials and services provided pursuant to the Contract, and which have not yet been paid for, as documented by timesheets, invoices, receipts and the like; and
2) Five percent (5%) of the total cost of the work performed as of the date of notice of termination or five percent (5%) of the value of the work yet to be completed, whichever is less. The parties agree that this amount shall constitute full and fair compensation for all Contractor's lost profits and other damages resulting from the termination of suspension for convenience.

4. ASSIGNMENT OF CONTRACT

The Contractor may not assign or delegate all or any portion of this Contract without the written consent of the District and no such consent shall be given which would relieve the Contractor or its Surety of their responsibilities under the Contract. The Contractor may assign, without liability to the District, monies due the Contractor under the Contract to banks, trust companies or other financial institutions provided written notice thereof is promptly delivered to the District. Assignment of monies earned by the Contractor shall be subject to the same retention as other payments made to Contractor, and shall also be subject to setoffs and back charges as provided by this Contract.

5. COORDINATION WITH OTHER CONTRACTS

a. The District reserves the right to do other work or award other contracts in connection with this Project. By entering into this Contract, Contractor acknowledges that there may be other contractors on or adjacent to the Project site whose work must be coordinated with that of its own. Contractor expressly warrants and agrees that it will cooperate with other contractors and will do nothing to delay, hinder, or interface with the work of other contractors, or that of the District. Contractor also expressly agrees that in the event its work is hindered, delayed, interfered with, or otherwise affected by a separate contractor, its sole remedy will be direct action against the separate contractor. To the extent allowed by law, the Contractor expressly waives any remedy against the District on account of delay, hindrance, interference or other such events caused by a separate contractor.

b. If any part of this Contractor's work depends upon the work of a separate contractor, Contractor shall inspect such other work and promptly report in writing to the District any defects in such other work that render it unsuitable to receive the work of Contractor. Failure of the Contractor to so inspect and report shall constitute an acceptance of the other contractor's work, except as to defects which the Contractor could not have detected through the reasonable inspection of the other contractor’s work prior to execution of Contractor’s work.

c. If Contractor is aware of a current or potential conflict between Contractor’s work and the work of another contractor on the site, and is unable to informally resolve the conflict directly with the contractor, Contract shall promptly provide written notice to the District and the other contractor, specifying the nature of the conflict, the date upon which the conflict arose, and the steps taken to attempt to resolve the conflict.
d. If, through Contractor’s negligence, any other contractor or subcontractor shall suffer loss or damage to the work, Contractor shall make reasonable effort to settle with such other contractor and subcontractor by agreement or arbitration. If such other contractor or subcontractor shall assert any claim against the District, on account of any damage alleged to have been so sustained, the District shall notify the Contractor, who shall defend such proceedings at Contractor’s own expense and save harmless and indemnify the District any such claim.

6. **PAYMENTS**

   a. **Cost Breakdown:**

      Prior to submitting Contractor’s first request for payment, the Contractor shall prepare and submit to the District a cost breakdown (schedule of values) showing the major work items for each trade or operation required in construction of the Project. The work items shall be sufficiently detailed to enable the District to accurately evaluate the completion percentages requested by the Contractor. The cost for each work item shall include overhead and profit. The total of all work item costs shall equal the amount of the Contract.

   b. **Scope of Payment:**

      Payment to the Contractor at the unit price or other price fixed in the Contract for performing the work required under any item or at the lump sum price fixed in the Contract for performing all the work required under the Contract, shall be full compensation for furnishing all labor, materials, equipment and tools necessary to the work, and for performing and completing, in accordance with the Specifications, all work required under the item or under the Contract, and for all expense incurred by the Contractor for any purpose in connection with the performance and completion of said work.

   c. **Progress Payments:**

      The Contractor will, on or about the last day of each month, make an estimate of the value of the work completed by Contractor in the performance of the Contract. These estimates shall be subject to the review and approval of the District. The first such estimate will be of the value of the work completed after the Contractor commenced the performance of the Contract, and every subsequent estimate, except the final estimate, will be of the value of the work completed since the immediately preceding estimate. Such estimates will be based on labor, materials and equipment incorporated into the work, and items of materials and equipment delivered to the Project. The Contractor shall be responsible for the security and protection of such materials and equipment delivered to the Project and not incorporated in the work. Within thirty (30) calendar days after the approval of each estimate for progress payment, the District will pay to the Contractor an amount equal to ninety (90) percent of said approved estimate. Payments may at
any time be withheld if in the judgment of the District the work is not proceeding in accordance with the Contract Documents, he Contractor is not complying with the requirements of the Contract, stop notices have been timely filed, the estimate contains an error, or the District has incurred costs or requests reasonable financial assurances regarding defective work by the Contractor.

d. Final Payment:

Within thirty (30) days after all required work is full completed in accordance with the Contract Documents, the Contractor shall submit a final invoice for the total value of the work completed in accordance with the Contract, which shall be subject to review and approval by the District. As required by law, District shall pay Contractor the unpaid balance of the Contract price of the work, or the whole Contract price of the work if no progress payment has been made, determined in accordance with the terms of the Contract, less such sums as may be lawfully retained under any provision of the Contract, including, but not limited to, amounts retained as liquidated damages, for stop notices, for third-party claims for which the Contractor is required to indemnify the District, for defective work and costs incurred by the District in connection therewith, or for other such claims and damages attributable to the Contractor (“Final Payment”). Prior progress estimates and payments are subject to correction in the Final Payment. Tender of the Final Payment shall constitute denial by the District of any unresolved claim. Contractor’s acceptance of the Final Payment shall operate as a full and final release to the District and its agents from any and all unasserted claims Contractor has, or may have, related to this contract.

e. Payments Do Not Imply Acceptance of Work:

The granting of any progress payment or payments by the District or the receipt thereof by the Contractor, shall not constitute acceptance of the work or of any portion thereof, and shall in no way lessen the liability of the Contractor to replace unsatisfactory work or material, whether or not the unsatisfactory character of such work or material was apparent or detected at the time such payment was made.

7. INDEMNITY

Contractor shall defend with counsel acceptable to District, indemnify and hold harmless to the full extent permitted by law, the District and its Board of Trustees, officers, agents, Architect, construction manager, employees and volunteers from and against any and all liability, loss, damage, claims, expenses, fines judgments and costs (including, without limitation, attorney’s fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Contractor’s performance of the Project or its failure to comply with any of its obligations contained in these Contract Documents, except such Liability caused by the active negligence, sole negligence or willful misconduct of the District. Such indemnification shall extend to all claims, demands, or liabilities occurring
after completion of the project as well as during the progress of the work. Pursuant to California Public Contract Code §9201, District shall timely notify Contractor of receipt of any third-party claim relating to this Project.

8. **WARRANTY OF TITLE**

Contractor warrants that title to all work, materials or equipment included in a request for payment shall pass and transfer to the District whether or not they are installed or incorporated in the Project, free from any claims, liens or encumbrances, when such payment is made to the Contractor. Contractor further warrants that no such work, materials or equipment have been purchased for work under the Contract subject to an agreement by which an interest therein or an encumbrance thereon is retained by the seller or supplier.

9. **USE OF COMPLETED PARTS OF THE WORK BEFORE ACCEPTANCE**

Whenever the work or any part thereof is in a condition suitable for use, and the best interest of the District requires such use, the District may take possession of, connect to, open for public use, or use the work or a part thereof. When so used, maintenance and repairs due to ordinary wear and tear or vandalism will be made at District's expense. The use by the District of the work or part thereof as contemplated in this section shall in no case be construed as constituting acceptance of the work or any part thereof, including, but not limited to, the right to assess liquidated damages. Such use shall neither relieve the Contractor of any of Contractor’s responsibilities under the Contract nor act as a waiver by the District of any of the conditions thereof. Contractor shall continue to maintain all insurance, including Builder's Risk insurance, on the entire Project, and diligently pursue full completion of the work.

10. **GUARANTEE & WARRANTY**

By signing this Contract, Contractor agrees to the following guarantee and warranty: **Guarantee & Warranty**

Contractor hereby guarantees and warrants its work on the Project for a period of two (2) years from the date of the filing of Notice of Completion as follows.

Contractor shall promptly repair or replace to the satisfaction of the District any or all work that appears defective in workmanship, equipment and/or materials for whatever reason, ordinary wear and tear and unusual abuse or neglect excepted, together with any other work which may be damaged or displaced in so doing.

Contractor agrees to promptly correct and remedy any failure by the Contractor to conform its work, activities and services to the requirements of the Contract Documents.

In the event of the Contractor’s failure to comply with the above-mentioned obligations within ten (10) calendar days of notice, or sooner if required by an emergency, Contractor hereby authorizes the District to have the defects or
11. PROTECTION OF WORK AND PROPERTY

a. The Contractor shall be responsible for each operation and all work the Project, both permanent and temporary. The Contractor shall protect the work and materials from damage due to negligence, the action of the elements, the carelessness of third parties, vandalism, or any other cause whatever, until the final completion and acceptance of the Project. Should improper work by the Contractor be covered by another and damage or defects result, the whole work affected shall be made good by the Contractor to the satisfaction of the District without expense to the District. The Contractor shall take reasonable care to avoid damage to existing facilities or utilities, whether on the Project or adjacent to it, and Contractor shall be liable for any damage thereto or interruption of service due to Contractor’s operations. If the Contractor encounters any facilities or utilities not shown on the drawings or not reasonably inferable therefrom, Contractor shall promptly notify the District about them, and shall do no further work which may cause damage to same. If it is determined that some action needs to be taken regarding facilities not shown, the Contractor will be given directives on what action to take, and any additional cost to the Contractor incurred thereby will be handled by Change Order.

b. The property limits of the area of the Project are indicated on the drawings. Except for work specifically shown or noted, Contractor shall confine Contractor’s operations within the indicated property limits. The Contractor shall provide, install, and maintain all shoring, bracing and underpinning necessary to support adjacent property, streets, buildings and structures that may be affected by building operations for this work; shall serve or cause to be served all legal notices to adjoining property Districts that may be necessary for their protection; and shall protect from damage all adjacent buildings, fences, landscaping, and repair or replace any such property damaged in the course of work under the Contract.

12. NO DISCRIMINATION

It is the policy of the District that, in connection with all work performed under this public works contracts, there shall be no discrimination against any prospective or active employee or any other person engaged in the work because of actual or perceived race, color, ancestry, national origin, ethnic group identification, religion, sex, gender, sexual orientation, age, physical or mental disability, or marital status. The Contractor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code §12900, Government Code §11135, and Labor Code §§1735, 1777.5, 1777.6 and 3077.5. In addition, the Contractor agrees to require like compliance by any Subcontractors employed on the work.
13. **LABOR STANDARDS**

   a. **Work Hours:**

   In accordance with California Labor Code §1810, eight (8) hours of labor shall constitute a legal day's work under this Contract. Contractor and any Subcontractor shall pay workers overtime pay as required by California Labor Code §1815. The Contractor shall pay each worker, laborer, mechanic or persons performing work under this Contract at a rate not less than the prevailing wage for each craft or classification covering the work actually performed.

   b. **Penalty:**

   Contractor shall forfeit to District as a penalty the sum of twenty-five dollars ($25.00) for each worker employed in the execution of this Contract by Contractor or any Subcontractor for each calendar day during which said worker is required or permitted to work more than eight (8) hours in any one (1) calendar day or more than forty (40) hours per calendar week in violation of Article 3, Division 2, Part 7, Chapter 1 of the California Labor Code.

   c. **Employment of Apprentices:**

   Contractor agrees to comply with Labor Code §§1773.3, 1777.5 and 1777.6, and 3077 et. seq., each of which is incorporated by reference into this Contract. These sections require that Contractors and Subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one (1) hour of apprentice work for every five (5) hours of labor performed by a journeyman, unless an exception is granted and that Contractors and Subcontractors shall not discriminate against otherwise qualified employees as apprentices on any public works solely on the ground of actual or perceived race, religion, color, national origin, ethnic group identification, sex, gender, sexual orientation, age, or physical or mental disability. Only apprentices who are in training under written apprenticeship occupations shall be employed. The responsibility for compliance with these provisions for all apprenticeable occupations rests with Contractor.

   d. The Contractor shall be knowledgeable of and comply with California Labor Code §§1727, 1773.5, 1775, 1777, 1777.5, 1810, 1813, 1860, including all amendments thereto; each of these sections is incorporated by reference into this Contract.

14. **GENERAL RATE OF PER DIEM WAGES**

   a. **On File:**

   As required by Labor Code §1773.2, the District has available copies of the general prevailing rate of per diem wages for workers employed on public work as
determined by the Director of the Department of Industrial Relations, which shall be available to any interested party on request. Contractor shall post a copy of the document at each job site.

b. **Prevailing Wage Rate:**

The Contractor and each Subcontractor shall pay each worker performing work under this Contract at a rate not less than the prevailing wage as defined in Labor Code §§1771 and 1774 and §16000(a) of Title 8, California Code of Regulations.

c. **Penalty:**

In accordance with §1775 of the Labor Code, the Contractor shall forfeit to the District as penalty, the sum of fifty dollars ($50) for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates, as determined by the Director of the California Department of Industrial Relations, for any work done under this Contract by Contractor or by any Subcontractor. Contractor shall also pay each worker the difference between the stipulated prevailing wages rates and the amount actually paid to such worker.

15. **DRUG-FREE WORKPLACE CERTIFICATION**

Contractor certifies all of the following:

1) Contractor is aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.

2) Contractor is authorized to certify, and does certify, that a drug free workplace will be provided by doing all of the following:
   a) Publishing a statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor’s workplace and specifying actions that will be taken against employees for a violation of the prohibition.
   b) Establishing a drug-free awareness program to inform employees about all of the following
      (i) The dangers of drug abuse in the workplace;
      (ii) Contractor’s policy of maintaining a drug-free workplace;
      (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
      (iv) The penalties that may be imposed upon employees for drug abuse violations.
   c) Requiring that each employee engaged in the performance of Work on the Project be given a copy of the statement required by subdivision a) above, and that as a condition of employment by Contractor in connection with
the Work on the Project, the employee agrees to abide by the terms of the statement.

3) Contractor understands that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of Government Code §§8350 et seq., the Contract is subject to termination, suspension of payments, or both. Contractor further understands that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of Government Code §§8350 et seq.

16. **GENERAL PROVISIONS**

a. **Assignment and Successors:**

Neither party may transfer or assign its rights or obligations under the Contract Documents, in part or in whole, without the other party’s prior written consent. The Contract Documents are binding on the heirs, successors, and permitted assigns of the parties hereto.

b. **Third Party Beneficiaries:**

There are no intended third party beneficiaries to the Contract.

c. **Choice of Law and Venue**

The Contract Documents shall be governed by California law, and venue shall be in the Superior Court of the county in which the Project is located, and no other place.

d. **Severability**

If any provision of the Contract Documents are determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Contract Documents shall remain in full force and effect.

e. **Entire Agreement**

The Contract Documents constitute the final, complete, and exclusive statement of the terms of the agreement between the parties regarding the subject matter of the Contract Documents and supersedes all prior written or oral understandings or agreements of the parties.

f. **Waiver**

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of the Contract Documents shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

g. **Headings**
The headings in the Contract Documents are included for convenience only and shall neither affect the construction or interpretation of any provision in the Contract Documents nor affect any of the rights or obligations of the parties to the Contract.
Example

EXAMPLE OF NOTICE TO PROCEED

SAMPLE

To:                                      Date:

PROJECT:

You are hereby notified to commence work in accordance with the Agreement dated,
_______________ ____________, 201__, on or before _________________, 201__, and you
are to complete the work ______________ consecutive calendar days thereafter.

By:  ______________________________________
     Authorized District Signature
### 2014-2015 Academic Calendar FINAL Approved by UPM and District on 1.7.14

#### AUGUST
- 5 Flex Days
- 10 Weekday Instructional Days
- 2 Saturday Classes

#### SEPTEMBER
- 21 Weekday Instructional Days
- 4 Saturday Classes
- 1 Holiday (Labor Day)

#### OCTOBER
- 23 Weekday Instructional Days
- 4 Saturday Classes

#### NOVEMBER
- 17 Weekday Instructional Days
- 4 Saturday Classes
- 4 Holidays (Veteran's & Thanksgiving)

#### DECEMBER
- 5 Weekday Instructional Days
- 1 Saturday Class
- 6 Final Exam Days
- 8 Holidays (Winter Break)

#### JANUARY
- 9 Weekday Instructional Days
- 3 Saturday Classes
- 5 Flex Days
- 2 Holidays
  (New Year's & Martin Luther King Jr.)

#### FEBRUARY
- 14 Weekday Instructional Days
- Ski Week 2/17-2/21
- 2 Saturday Classes
- 3 Holidays (President's Weekend)

#### MARCH
- 22 Weekday Instructional Days
- 4 Saturday Classes

#### APRIL
- 22 Weekday Instructional Days
- 4 Saturday Classes

#### MAY
- 11 Weekday Instructional Days
- 2 Saturday Classes
- 6 Final Exam Days
- Graduation May 22nd
- 1 Holiday (Memorial Day)

#### SUMMER SCHOOL 2014

**June**
- 6/15 - First Day of Summer School
- 7/3 - Independence Day Holiday
- 7/23 - Last Day of Summer School

**July**
- 6/15 - First Day of Summer School
- 7/3 - Independence Day Holiday
- 7/23 - Last Day of Summer School

#### LEGEND
- Flex Activity (mandatory and independent)
- Instructional days
- Holidays
- Non-instructional days (campus open)
- Instructional Saturdays
- Final exam days

#### TABLE

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<th>Weeks (including finals &amp; flex)</th>
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**Note:**
- (THIS IS NOT A FACILITIES MASTER PLAN DOCUMENT)