



BID PACKAGE FORMS

- ☐ Bid Form
- ☐ Bid Bond
- ☐ Instruction to Bidders
- ☐ Contractor's Certification Regarding Workers Compensation Insurance (please provide)
- ☐ Subcontractor List
- ☐ Non-Collusion Declaration
- ☐ Disabled Veteran Business Enterprise (DVBE) Participation statement
- ☐ Contractor's Certificate Regarding Drug-Free Work Place
- ☐ Contractor's Certificate Regarding Alcoholic Beverage and Tobacco-Free School Policy
- ☐ Fingerprinting Notice and Acknowledgement
- ☐ Independent Contractor Student Contact Form



INFORMATION

- ☐ Public Works Projects Labor Compliance
- ☐ Fire Alarm Preferred Equipment List and Operational Matrix
- ☐ Vine Hill Elementary School site map and specs
- ☐ Vine Hill Elementary School 2021-22 student calendar and bell schedule
- ☐ DSA IR A-21
- ☐ DSA IR A-28

This list does not represent all of the required content of the bid package.



BID FORM

Scotts Valley Unified School District Bid

Opening address and room location:
4444 Scotts Valley Drive, Suite 5B, Scotts Valley, California

To: Governing Board of the Scotts Valley Unified School District ("District or "Owner)

From: _____ (Proper Name of Bidder)

The undersigned declares that the contract documents including, without limitation, the Notice to Bidders and the Instructions to Bidders have been read and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications of the:

Replacement of Fire Alarm Systems at Vine Hill Elementary School Bid Package

("Project" or "Contract") and will accept in full payment for that work following total lump sum amount, including all taxes:

_____ dollars \$_____
TOTAL BASE BID
(Base scope)

Additive/Deductive Alternatives: there are not alternatives to be bid

Unit Price Item Allowances: There are no unit price item allowances to be bid

1. The undersigned has reviewed the Work outlined in the contract documents being bid and fully understands the scope of work required in this Proposal, understands the construction and project management function(s) as described in the Contract documents, and that bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.



BID FORM

2. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the District Chief Business Official before bid date to verify the issuance of any clarifying Addenda.
3. The undersigned agrees to complete all work within the time specified in the Contract Documents.
4. The liquidated damages clause of the Special Conditions Document 00 73 00 is hereby acknowledged.
5. It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
6. The following documents are attached hereto:
 - The Bid Bond on the District's form
 - The Subcontractors List
 - The Noncollusion Affidavit
 - The Disabled Veteran Business Enterprise Participation statement
 - Contractor's Certificate Regarding Drug-Free Work Place
 - Contractor's Certificate Regarding Alcohol and Tobacco-Free School
 - Fingerprinting Notice and Acknowledgement
 - Independent Contractor Student Contact Form
 - Public Works Projects Labor Compliance

7. Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____

8. Bidder acknowledges that the license required for performance of the Work is a C-10 license.



BID FORM

9. The undersigned hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
10. Bidder specifically acknowledges and understands that if it is awarded the Contract, that it shall perform the Work of the Project while complying with all the applicable provision of the California Labor Code.
11. The Bidder represents that it is competent, knowledgeable, and has special skills with the respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
12. Bidder expressly acknowledges that it is aware of such peculiar risks and that is has the skill and experience to foresee and to adapt protective measures to adequately and safely perform the Work with respect to such hazards.
13. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms 'claim' and 'knowingly' are defined in the California False Claims Act, Cal. Gov. Code 12650 et seq), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
14. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.



BID FORM

Furthermore, Bidder hereby certifies to the District that all representations, certifications and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this _____ day of _____ 2021

Name of Bidder _____

Type of Organization _____

Signed by _____

Title of Signer _____

Address of Bidder _____

Taxpayer's Identification No of Bidder _____

Telephone Number _____

Fax Number _____

E-mail _____ Web page _____

Contractor's License No(s):

No: _____ Class: _____ Expiration Date: _____

No: _____ Class: _____ Expiration Date: _____

No: _____ Class: _____ Expiration Date: _____

If Bidder is a corporation, affix corporate seal:

Name of Corporation: _____

President: _____

Secretary: _____

Treasurer: _____

Manager: _____

END OF DOCUMENT



BID BOND

KNOW ALL MEN BY THESE PRESENT, that we, the undersigned, (hereafter called 'Principal'), and _____ (hereafter called 'Surety'), are hereby held and firmly bound unto the Scotts Valley Unified School District (hereafter called "District") in the penal sum of _____ (\$_____) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

SIGNED this _____ day of _____, 2021.

The condition of the above obligation is such that whereas the Principal has submitted to the District a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the:

NOW, THEREFORE,

1. If said Bid shall be rejected, or

2. If said Bid shall be accepted and the Principal executes and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, or the call for bids, or the work to be performed thereunder, or the specifications accompanying the same, shall in anyway affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of said Contract, or the call for bids, or the work, or to the specifications.



BID BOND

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all costs incurred by the District in such suit, including without limitation, attorneys' fees to be fixed by the court.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

(Corporate Seal)

By _____

Principal's Signature

Typed/Printed Name

Principal's Title

(Corporate Seal)

By _____

Surety's Signature

Typed/Printed Name

Title

(Attach Attorney in Fact Certificate)

Surety's Name

Surety's Address

Surety's Phone Number



INSTRUCTIONS TO BIDDERS

SECURING DOCUMENTS:

Digital sets of bid documents and sites' information, will be made available to each interested bidder on the Owner's website at <https://www.scottsvalleysd.org/biddocs> in PDF format.

REGISTRATION:

The Owner shall not accept any bid or enter into any contract without proof of the bidder's current registration to perform public work under Labor Code section 1725.5.

The bidder shall not accept any sub-bid or enter into any subcontract without proof of the subcontractor's current registration to perform public work under Labor Code section 1725.5.

BIDS:

Bids to receive consideration shall be made in accordance with the following instructions:

1. Bids shall be made on the proper Bid Form (Document 00 41 26.1). Bids not made on the proper form shall be disregarded. Numbers must be stated in words and figures, and the signatures of all individuals must be in longhand.
2. No bid will be considered which makes exceptions, changes, or in any manner makes reservations to the terms of the drawings or specifications. If prequalification is required for this Contract, no bid will be accepted from a contractor that has not been prequalified.
3. Questions regarding documents, discrepancies, omissions, or doubt as to meanings shall be referred immediately to the Owner who will send written instructions clarifying such questions to each bidder. Oral responses will not be binding on the Owner or Construction Manager or District CBO.
4. Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the



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chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

5. Pursuant to the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California, which are hereby incorporated and made a part hereof and these Instructions to Bidders, every bidder shall set forth in its bid:
 - (Document 00 43 36) List the name and location of the place of business and the California contractor's license number of each subcontractor who will perform work or labor or render service to the bidder in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the bidder, 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 ($\frac{1}{2}$) of one percent (1%) of the bidder's total bid. An inadvertent error in listing a California contractor's license number shall not be grounds for filing a bid protest or for considering the bid nonresponsive if the bidder submits the corrected contractor's license number to the Owner within 24 hours after the bid opening, or any continuation thereof, so long as the corrected contractor's license number corresponds to the submitted name and location for that subcontractor.
1. The portion of the Work which will be done by each such subcontractor. If the bidder fails to specify a subcontractor for any portion of the Work to be performed under the Contract in excess of one-half ($\frac{1}{2}$) of one percent (1%) of the bidder's total bid, the bidder agrees to perform that portion itself. The successful bidder shall not, without the consent of the Owner:
 - a. Substitute any person as subcontractor in place of the subcontractor designated in the original bid.
 - b. Permit any subcontract to be assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the bid.



INSTRUCTIONS TO BIDDERS

- c. Sublet or subcontract any portion of the Work in excess of one-half ($\frac{1}{2}$) of one percent (1%) of the total bid as to which the original bid did not designate a subcontractor.
6. The Director of Industrial Relations of the State of California, in the manner provided by law, has ascertained the general prevailing rate of per diem wages and the rate for legal holidays and overtime work. The Contractor must pay for any labor therein described or classified in an amount not less than the rates specified. Copies of the required rates are on file at the Owner's business office and are available to any interested party on request.
7. All bids must be accompanied by a completed Non-Collusion Declaration (Document 00 45 19).
8. Bids shall be sealed and filed as indicated in the Notice to Bidders. Irrespective of how a bidder chooses to deliver the bid and other documents to the Owner, the bidder is responsible for ensuring that the bid and other documents are actually received at the location designated in the Contract Documents for receipt of the bid and other documents prior to the time for the bid opening. Bids and other documents for any reason not actually received at the designated location prior to the time for the bid opening shall not be opened or considered

WITHDRAWAL OF BIDS:

Bids may be withdrawn by bidders prior to the time fixed for the submittal of bids or any authorized postponement thereof. A successful bidder shall not be relieved of the bid unless by consent of the Owner or bidder's recourse to Public Contract Code §5100 et seq.

OPENING OF BIDS:

Opening of bids shall be as soon after the hour set as will be possible; opening and declaration to be as set forth in the Request for Proposals (RFP). Any and all bidders will be permitted to attend.

EXAMINATION OF CONTRACT DOCUMENTS AND SITE:

Before submitting a bid, bidders shall review bid package requirements and any other Contract Documents. Bidders shall visit the site of the proposed Work, examine the building, or buildings, if any, and any work that may have been done thereon. Bidders shall fully inform themselves of all conditions, in, at, and about the site, the building or buildings, if any, and any work that may have been done thereon.



INSTRUCTIONS TO BIDDERS

FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR:

The form of Agreement between Owner and Contractor which the successful bidder will be required to execute, if awarded the Work, is a part of this Bid Package.

ADDENDA OR BULLETINS:

Any addenda or bulletins, issued during the time of bidding, shall form a part of the specifications loaned to the bidder for the preparation of its bid, shall be covered in the bid, and shall be made a part of the Contract Documents. All addenda or bulletins shall be signed by the Owner and approved by the Division of State Architect.

EVIDENCE OF RESPONSIBILITY:

Upon the request of Owner, a bidder shall submit promptly to the Owner or its designee satisfactory evidence showing the bidder's financial resources, the bidder's experience in the type of work required by the Owner, the bidder's organization available for the performance of the Contract, and any other required evidence of the bidder's or its subcontractor's qualifications to perform the proposed Contract. The Owner may consider such evidence before making its decision awarding the proposed Contract. Failure to submit evidence of the bidder's or its subcontractors' responsibility to perform the proposed Contract may result in rejection of the bid.

AWARD OF CONTRACT:

Rejection of any or all bids, to contract work with whomever and in whatever manner, to abandon work entirely, and/or to waive any informality in receiving of bids is reserved as the right of the Owner. Before the Contract is awarded, the Owner may at its sole discretion, require from the proposed Contractor on the Contract further evidence of the reasonable qualifications of such contractor to faithfully, capably, and reasonably perform such proposed Contract and may consider such evidence before making its decision on the award of such proposed Contract.

The Contract shall be awarded to the lowest responsible and responsive bidder as interpreted by the Owner under California law and as specified herein and shall be entered into by the successful bidder within ten (10) days after mailing, faxing or delivery of the Notice of Award of Contract. Owner reserves the right, without any liability, to cancel the award of any bid for any reason at any time before the full execution of the Agreement between Owner and Contractor.

EXECUTION OF AGREEMENT BETWEEN OWNER AND CONTRACTOR:

The Agreement between Owner and Contractor shall be signed by the successful bidder in as many originals as the Owner deems necessary and returned, together



INSTRUCTIONS TO BIDDERS

with the required Contract bonds, insurance certificates, additional insured endorsement, declarations page, a sufficient funds declaration, Workers Compensation Certificate, Drug Free Workplace Certification, a Fingerprinting Notice and Acknowledgement, a Public Contract Code section 3006(a) Roof Project Certification, if required, an Iran Contracting Act Certification, and Independent Contractor Student Contact Form, within ten (10) days after the mailing, faxing or delivering of the Notice of Award of Contract. If the ten (10) day period would expire after the date for commencement of the Work, Contractor must submit the documents before the date of commencement of the Work. If the successful bidder does not comply with this paragraph, Owner may revoke and/or cancel the award to the successful bidder and award the Contract to the next lowest bidder, or may otherwise proceed as allowed by law. A Roof Project Certification is not required if (1) the Owner has ADA (average daily attendance) of 2,500 or less, or (2) the Contract involves repair of 25% or less of the roof, or costs \$21,000 or less.

CONTRACT BONDS:

As required by the Contract Documents, two bonds, as itemized below and in the forms presented in these Contract Documents, shall be furnished by the successful bidder on the Contract at the time of entering into the Contract and filed with the Owner before the successful bidder commences any Work on the Contract. They shall be in the form of surety bonds issued by Admitted Surety insurers (an insurance organization authorized by the Insurance Commissioner to transact business of insurance in the State of California during this calendar year). The surety insurers must, unless otherwise agreed to by Owner in writing, at the time of issuance of the bond, have a rating not lower than "A-" as rated by A.M. Best Company, Inc. or other independent rating companies. Owner reserves the right to approve or reject the surety insurers selected by Contractor and to require Contractor to obtain bonds from surety insurers satisfactory to the Owner.

Performance Bond in the amount of one hundred percent (100%) of the Contract Sum to insure Owner during construction, and for one year after Completion and during any warranty or guaranty period, against faulty or improper materials or workmanship and to assure Owner of full and prompt performance of the Contract.

Payment Bond (Labor and Material) in the amount of one hundred percent (100%) of the Contract Sum in accordance with the laws of the State of California to secure payment of any and all claims for labor and materials used or consumed in performance of this Contract.

SUBSTITUTION OF MATERIALS:

The Contractor must ensure that the proposed substitutions by the Contractor or its subcontractors are submitted to the Owner's office a minimum of fourteen (14)



INSTRUCTIONS TO BIDDERS

calendar days prior to the Bid Opening for review and possible approval of any equipment or materials thought to be equal to or better than those specified in the drawings or specifications. An addendum will be issued seven (7) calendar days prior to Bid Opening, including all equipment and materials deemed equivalent to those specified and approved by the Owner. Submittals shall include comparative spec-data of the specified equipment or material and the proposed substitution as set forth in the Contract Documents. Submittals without this information will be automatically rejected.

PAYMENTS:

Payments to the Contractor on account of the Contract shall be made in accordance with the terms of the Contract Documents.

TAXES:

The Owner is generally exempt from payment of Federal Excise Tax on materials. The Owner will furnish exemption certificates to the Contractor to be used to obtain materials ordinarily subject to Federal Excise Tax without payment of the tax. Bidder shall deduct Federal Excise Taxes from their bid prices before submitting bids, so that such taxes will not be included in the Contract Sum.

EARLY TERMINATION:

Notwithstanding any provision herein to the contrary, if for any fiscal year of this Contract the governing body of the Owner fails to appropriate or allocate funds for future periodic payments under the Contract after exercising reasonable efforts to do so, the Owner may upon thirty (30) days' notice, order Work on the Contract to cease. The Owner will remain obligated to pay for the Work already performed but shall not be obligated to pay the balance remaining unpaid beyond the fiscal period for which funds have been appropriated or allocated and for which the Work has not been done.

LIQUIDATED DAMAGES:

Liquidated damages will accrue and may be assessed as provided in the Contract Documents, and as specified for the trade package in Document 00 73 00 Special Conditions. Should the Work, the Project, or another contractor's work on the Project, be delayed by Contractor beyond the applicable Completion deadlines, damages will be sustained by the Owner. It is understood and agreed that it is and will be impracticable or extremely difficult to determine the actual amount of damages which the Owner will sustain in the event of and by reason of such delay, and it is therefore agreed that the Contractor will pay the Owner the sum as specified in Document 00 73 00 Special Conditions for each and every day's delay for liquidated damages, during or as a result of each calendar day by which Contractor delays Completion of the Work beyond the Completion deadlines as adjusted by change orders, by which Contractor delays



INSTRUCTIONS TO BIDDERS

another contractor in Completion of its work, or by which Contractor delays Completion of the Project. The Owner may deduct the amount thereof from any money due or that may become due the Contractor under the Contract. Should such money not be sufficient, the Owner shall have the right to recover the balance from the Contractor or its sureties.

END OF DOCUMENT



SUBCONTRACTOR LIST

Bidder is required to list all subcontractors to be used on the **Replacement of Fire Alarm Systems at Vine Hill Elementary School** project by trade specialty or work description. Failure of Bidder to list subcontractor(s) indicates that portion of the work shall be performed directly and solely by Bidder. Use additional pages as necessary.

Name / Address	License #	DIR #	Trade/Work Description



NON-COLLUSION DECLARATION

The undersigned declares: I am the _____
(Title)

of _____, the party making the foregoing
bid. (Name of contractor)

This bid for the **Replacement of Fire Alarm Systems at Vine Hill Elementary School** project is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other prime bidder, sub bidder or material supplier to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this affidavit on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

This ____ day of [] 2021 at _____, California.
(City)

Signature: _____

Name: _____

Title: _____

NOTE TO BIDDER: Failure to execute the Non-Collusion Declaration shall cause the bid to be rejected as non-responsive.

END OF DOCUMENT



DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION STATEMENT

Each bidder must complete this form in order to comply with the Scotts Valley Unified School District ("District") policy for participation of disabled veteran business enterprises (School District projects funded in whole or in part by the State of California pursuant to the Leroy F. Greene School Facilities Act of 1998. (Education Code 17070.10, *et seq.*)

Project Name: _____

Bid No.: _____

DSA No.: _____

The undersigned, on behalf of the Contractor named below, certifies that the Contractor has made reasonable efforts to secure participation by DVBE in the Contract to be awarded for the above-referenced Bid No., including participation by DVBE subcontractor and/or material suppliers. Check only one of the following:



The Contractor was unable, after reasonable efforts to secure DVBE participation in the Contract for the above-referenced Project/Bid No. However, the Contractor will use DVBE services if the opportunity arises at any time during construction of the Project. Upon completion of the Project, the Contractor will report to the District the total dollar amount of DVBE participation in any Contract awarded to Contractor, and in any change orders, for the above-reference Project.



The Contractor has secured DVBE participation in the Contract for the above referenced Project/Bid No., and anticipates that such DVBE participation will equal approximately _____ dollars (\$_____), which represents approximately _____ percent (____%) of the total Contract for such Project. Upon completion of the Project, the Contractor will report to the District the total dollar amount of DVBE participation in the Contract awarded to Contractor, and in any change orders, for the Project.

Company: _____

Name: _____

Title: _____

Signature: _____ Date: _____



CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE

The Drug-Free Workplace Certification form is required from all successful bidders pursuant to the requirements mandated by Government Code section 8350 et seq, the Drug-Free workplace Act of 1990. The Drug-Free workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payment or termination of the contract or grant, and the Contractor or grantee may be subject to debarment from future contracting if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about all of the following:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substances at the workplace, (b) establish a drug-free awareness program, and (s) require each employee engaged in the performance of the contract to be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the term of that statement.

I also understand that if the Scotts Valley Unified School District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirement of Section 8355, that the contract awarded herein is subject to termination, suspension of payments,



CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE

or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirement of Section 8350 et seq.

I acknowledge that I am aware of the provision of Government Code section 8350 et seq., and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Contractor: _____

Signature: _____ Date: _____



ALCOHOL AND TOBACCO-FREE SCHOOL POLICY

The Contractor agrees that it will abide by and implement the District's Alcoholic and Tobacco-Free School Policy, which prohibits the use of alcoholic beverages and tobacco products, of any kind and at any time, in District-owned or leased buildings, on District property and in District vehicles. The Contractor shall procure signs stating "ALCOHOLIC Beverage and Tobacco Use is prohibited and shall ensure that these signs are prominently displayed in all entrance to school property at all times.

Contractor: _____

Signature: _____ Date: _____



FINGERPRINTING NOTICE & ACKNOWLEDGEMENT
(Education Code Section 45125.2(a))

Business entities entering into contracts with the Owner for the construction, reconstruction, rehabilitation or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the Owner determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:
 - a. Install a physical barrier at the worksite to limit contact with pupils.
 - b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify to the Owner in the Independent Contractor Student Contact Form that the employee charged with monitoring and supervising its employees has no such convictions. (See attached.)
 - c. Arrange, with Owner's approval, for surveillance by Owner's personnel.

If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code 45125.1 and 45125.2 as applicable.

Name: _____ Signature: _____

Date: _____ Title: _____

Note: This document must be executed and submitted with the bid.



INDEPENDENT CONTRACTOR STUDENT CONTACT FORM

Contractor Name: _____

Supervisor/Foreman Name: _____

Start Date: _____

Completion Date: _____

Location of Work: _____

Hours of Work: _____

Length of Time on Grounds: _____

Number of Employees on the Job: _____

Yes No
[] []

Employees will have more than limited contact with students as determined by owner, or if by Contractor, please explain:

If yes, the following steps will be taken to ensure student safety (check):

[] A physical barrier will be installed at the worksite to limit contact with pupils.

[] Employees will be continually monitored and supervised by an employee who has not been convicted of a violent or serious felony.

Name of Supervising Employee:



INDEPENDENT CONTRACTOR STUDENT CONTACT FORM

Date of Department of Justice verification that supervising employee has not been convicted of a violent or serious felony:

Name of employee who is the custodian of the Department of Justice verification information:

[] Owner agrees: Employees will be surveillanced by Owner's personnel.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Dated: _____

Signature _____

Typed Name: _____

Title: _____

Note: This document must be executed and submitted with the executed Agreement between Owner and Contractor.



PUBLIC WORKS PROJECTS LABOR COMPLIANCE

Senate Bill 854 was signed into law June 20, 2014 and became effective immediately for **ALL contractors and subcontractors working on California Public Works Projects**.

- The Department of Industrial Relations (DIR) announced 2017-2018 State Budget changes that go into effect on July 1. Annual registration fees for public works contractors have increased from \$300 to \$400. See <http://www.dir.ca.gov/DIRNews/2017/2017-52.pdf> for information on the small project exemption.

Public works contractors who pay \$300 to renew their annual registration on or before June 30, 2017, are not required to pay the increased amount. The fee is non-refundable and applies to all contractors and subcontractors who intend to bid or perform work on public works projects. Once you are registered you can bid any or all public works projects in the state for a year. Beginning June 1, 2019, contractors will have the option to renew their annual registration for up to three years at a time.

- The Department of Industrial Relations will post a list of registered contractors and subcontractors on its website so that awarding bodies and prime contractors will be able to verify the use of **registered contractors and subcontractors**.
- The Public Agency is now required to submit PWC-100 (contract award notice) for all public works projects within 5 days of award of a contract.
- Contractors and subcontractors on *ALL* public works projects will be required to submit certified payroll records (CPRs) electronically to DIR as the project progresses.
- More information, registration and payment of the annual renewal fee can be done through the following link:
<https://www.dir.ca.gov/Public-Works/PublicWorks.html>

FIRE ALARM EQUIPMENT LIST

SYMBOL	DESCRIPTION AND MODEL NUMBER	MFGR'S PART No.	CSFM LISTING
	ADDRESSABLE FIRE ALARM CONTROL PANEL FIRE-LITE MS-9600.	MS-9600	7170-0075:0217
	NOTIFIER FIRE ALARM DOCUMENTS CABINET TO STORE PRINTED AND DIGITAL DOCUMENTATION.	NF-FAD	7300-0553:0110
	CELLULAR ALARM COMMUNICATOR TELEGUARD TG SERIES.	TG7-FS	7300-1402:0109
	EMERGENCY FIRE/VOICE EVACUATION COMMAND CENTER WITH MICROPHONE. FIRE-LITE ECC SERIES.	ECC-50/100	7300-0075:0226
	ADDRESSABLE CONTROL MODULE, FIRE-LITE CRF SERIES.	CRF-300	7300-0075:0185
	ADDRESSABLE MONITOR MODULE, FIRE-LITE MMF SERIES.	MMF-300	7300-0075:0185
	ADDRESSABLE PHOTO ELECTRIC FIRE ALARM SMOKE DETECTOR AND BASE, FIRE-LITE SD355 SERIES.	SD355 821LP (BASE)	7272-0075:0184 7300-1653:0109 (BASE)
	ADDRESSABLE HIGH TEMPERATURE HEAT DETECTOR AND BASE; 190° FIXED TEMPERATURE, FIRE-LITE H355 SERIES.	H355HT	7272-0075:0185 7300-1653:0109 (BASE)
	ADDRESSABLE MANUAL PULLSTATION, LOCKABLE. FIRELITE BG SERIES.	BG-12LX	7150-0075:0184
	WALL MOUNTED, MULTI-CANDELA, FIRE ALARM SPEAKER/STROBE WITH FIELD SELECTABLE CANDELA SETTINGS OF 15/30/75/110cd, SYSTEM SENSOR SPECTRALERT SERIES.	SPSR	7320-1653:0201
	WALL MOUNTED WEATHERPROOF FIRE ALARM/VOICE EVACUATION SPEAKER, SYSTEM SENSOR SPECTRALERT SERIES.	SPRK	7320-1653:0201
	END OF LINE DEVICE.		

District equipment preference which was installed at Vine Hill I 2019.

FIRE ALARM SYSTEM OPERATIONAL MATRIX

[illegible]

CALCULATIONS

BATTERY CALCULATION - Fire Lite MS8600						
QTY	MODEL NO	DEVICE DESCRIPTION	STANDBY		ALARM	
			EACH	TOTAL	EACH	TOTAL
1	Fire-Lite MS8600	ADDRESSABLE FIRE ALARM CONTROL PANEL	0.2380	0.2380	0.4116	0.4116
8	SD656	ADDRESSABLE PHOTOELECTRIC SMOKE DETECTOR	0.0069	0.0057	0.0050	0.0027
8	HT85	ADDRESSABLE THERMAL HEAT DETECTOR	0.0050	0.0057	0.0050	0.0039
1	SG-13LK	ADDRESSABLE PULL STATION	0.0050	0.0050	0.0070	0.0050
1	M	ADDRESSABLE MONITOR MODULE	0.0050	0.0050	0.0050	0.0050
1	C	ADDRESSABLE RELAY MODULE	0.0050	0.0050	0.0050	0.0050
		PANEL STANDBY CURRENT		0.2443		
		PANEL ALARM CURRENT				0.4116
TOTAL SYSTEM CURRENT						
		DESCRIPTION		STANDBY		ALARM
		TOTAL STANDBY CURRENT (A)		0.3443		
		X-MARGIN STANDBY		0.0680		
		TOTAL ALARM CURRENT (A)				0.4116
		15 MINUTE USE OF ALARM (A/20)				0.2058
		TOTAL BATTERY REQUIREMENT (A-hr)				0.6038
		BATTERY MARGIN (20%)				7.0644
		BATTERY SUPPLIED (A/12V)				0.0503

BATTERY CALCULATION ECC-SO/100					
QTY	MODEL	DEVICE	STANDBY	ALARM	
		DESCRIPTION	EACH	TOTAL EACH	TOTAL
1	ECC-S0100	EMERGENCY VOICE EVAC PANEL	0.0700	0.0700	0.4400
1	SPEAKER DCT #51	WALL MOUNTED SPEAKERS CIRCUIT #1	0.0000	0.0000	0.2400
1	V50AL DCT #V1	NOTIFICATION APPLIANCES CIRCUIT #1	0.0000	0.0000	0.0000
PANEL STANDBY CURRENT			0.0700		
PANEL ALARM CURRENT					1.3100
TOTAL SYSTEM CURRENT					
DESCRIPTION			STANDBY	ALARM	
TOTAL STANDBY CURRENT (A)			0.0700		
X.04 HOUR STANDBY			0.0000		
TOTAL ALARM CURRENT (B)				1.3100	
(1) MINUTES OF ALARM (X .35)				0.3000	
TOTAL SYSTEM REQUIREMENT (A+B)				1.6100	
SAFETY MARGIN (20%)				0.3200	
BATTERY SUPPLY (C) 12V				1.9300	

[illegible]

SPEAKER CIRCUIT No 1							
Nominal Speaker Voltage (20 or 75)			20				
Minimum Device Voltage			20				
Total Circuit Current in amps	0.945		Wire	Ozm's			
Total Circuit Power	6.900		Design	Per 1000'			
Distance from source to last device			50	12	1.00		
Wire Gauge for balance of circuit				12	1.00		
Device	Power	from previous Device	Calculated Device	All Drop from VOLTAGE	Drop from VOLTAGE	Percent	
Device 1	6.500	75	0.020	24.83	0.007	0.27%	
Device 2	2.000	30	0.080	24.91	0.003	0.37%	
Device 3	0.500	150	0.020	24.82	0.17%	0.76%	
Device 4	0.500	150	0.020	24.75	0.267	0.58%	
Device 5	0.500	150	0.020	24.40	0.340	1.23%	
Device 6	2.000	30	0.080	24.55	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
END			0.000	24.88	0.516	1.25%	
Totals	6.000	580		End of Line Voltage	24.88		
Point to Point Method			End of Line Method			Load Centering Method	
CIRCUIT IS WITHIN LIMITS			CIRCUIT IS WITHIN LIMITS			CIRCUIT IS WITHIN LIMITS	
Totals	Distance	Voltage	Totals	Distance	Voltage	Totals	Voltage
6.945	580	0.39	0.245	580	0.931	0.345	0.276
End of Line Voltage	24.88	End of Line Voltage	24.45	End of Line Voltage	24.72	End of Line Voltage	24.72
Percent Drop	1.26%	Percent Drop	2.20%	Percent Drop	1.1%		

AMPLIFIER WATTAGE CALCULATION FOR AMPLIFIER			
QTY	MODEL No.	DEVICE DESCRIPTION	S&C
1	EGC-00100	50 WATT DIGITAL AUDIO AMPLIFIER	50.0000
1	01	WATTAGE OF SPEAKERS CONNECTED TO THIS CIRCUIT	0.0000
1	SPIRE	SPIRE	0.0000
TOTAL WATTAGE AVAILABLE			44.0000

Vine Hill Elementary

Legend

WATER
SHUT OFF

GAS SHUT OFF

DISTRICT
STORAGE

REC
CENTER

STAFF
ROOM
OFFICE

LIBRARY

P7
P6
P5
P4

P8
P9
P10

P3
P2
P1

20
18
16
19
17

12
10
9
11A
11

8
6
5
7
5A

4
2
3
1

Vine Hill School Rd

Tabor Dr

Google Earth

300 ft



Scotts Valley Unified School District | 2021-2022 Student Calendar

Independence Day: 7/5
(observed)

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Day of Instruction after Winter Break: 1/3
M.L. King Day: 1/17 (non-student day)

BK REagle Days: 8/4-8/6
VH Bear Den Days: 8/4-8/6
SVMS WEB/Reg Days: 8/5-8/6
SVHS SOAR Days: 8/3-8/6
District Kick-off Day: 8/9
Teacher Work Day: 8/10
First Student Day: 8/11

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

SVMS 2nd Trimester Ends: 2/17
Presidents' Days: 2/18 & 2/21 (non-student days)
Elementary 2nd Trimester Ends: 2/18
SVHS Expo/Open House: 2/23

Labor Day: 9/6 (non-student day)

Back to School Nights:
BK-9/1, SVMS-9/2, SVHS-9/8, VH-9/9

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SVHS 8th Grade Parent IB Night: 3/2
Professional Development Day: 3/18 (non-student day)

Professional Development Day: 10/15
(non-student day)

Elementary First Trimester Ends: 10/29

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Spring Break: 4/4-4/8 (non-student days)

SVMS 5th Grade Parent Orientation Night: 4/28

Veterans Day: 11/11 (non-student day)
TK-5 Conferences: 11/8-11/10 & 11/12 (minimum days)
SVMS 1st Trimester Ends: 11/5
Thanksgiving Break: 11/22-11/26 (non-student days)

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SVMS CAASPP Testing: 5/2-5/6 (minimum days)
Open Houses: BK-5/4, SVMS-5/5, VH-5/12
Senior Awards Night: 5/20
IB Awards Night: 5/23
SVHS S2 Finals: 5/23-5/26
Last Student Day: 5/26*
Last Teacher Day: 5/27
(*minimum days – all sites)
Memorial Day: 5/30

SVHS S1 Finals: 12/14-12/17
SVHS Semester Ends: 12/17

Winter Break: 12/20-12/31 (non-student days)

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

180 Student Days
186 Teacher Work Days

*Promos/Grad:
VH Promo 5/26 @ 9:00 AM
BK Promo 5/26 @ 10:30 AM
SVHS Grad 5/26 @ 4:00 PM
SVMS Promo 5/27 @ 11:00 AM



VINE HILL SCHOOL

Bell Schedule

2021/2022

Kindergarten – Mon./Tues./Thurs./Fri.

8:08 (Bell Rings)

8:10 – 9:50

9:50 – 10:30 recess (staggered)

10:30 – 11:40

11:40 – 12:20 lunch/recess

12:20 – 2:10

Kindergarten - Wednesday

8:08 (Bell Rings)

8:10 – 9:50

9:50 10:30 recess (staggered)

10:30 – 12:20

K

G O

3rd Grade – Mon./Tues./Thurs./Fri

8:18 (Bell Rings)

8:20 – 10:10

10:10 – 10:30 recess

10:30 – 12:20

12:20 – 1:00 lunch/recess

1:00 – 2:20

3rd Grade - Wednesday

8:13 (Bell Rings)

8:15 – 10:10

10:10 – 10:30 recess

10:30 – 12:25

3

1st Grades – Mon./Tues./Thurs./Fri.

8:18 (Bell Rings)

8:20 – 10:10

10:10 – 10:30 recess

10:30 – 11:40

11:40 – 12:20 lunch/recess

12:20 – 2:20

1st Grade - Wednesday

8:13 (Bell Rings)

8:15 – 10:10

10:10 – 10:30 recess

10:30 – 12:25

1

B e a r s !

4th Grades – Mon./Tues./Thurs./Fri

8:08 (Bell Rings)

8:10 – 10:30

10:30 – 10:50 recess

10:50 – 12:20

12:20 – 1:00 lunch/recess

1:00 – 2:40

4th Grade - Wednesday

8:08 (Bell Rings)

8:10 – 10:30

10:30 – 10:50 recess

10:50 – 12:35

4

2nd Grades – Mon./Tues./Thurs./Fri.

8:18 (Bell Rings)

8:20 – 10:10

10:10 – 10:30 recess

10:30 – 11:40

11:40 – 12:20 lunch/recess

12:20 – 2:20

2nd Grade - Wednesday

8:18 (Bell Rings)

8:20 – 10:10

10:10 – 10:30 recess

10:30 – 12:25

2

5th Grades – Mon./Tues./Thurs./Fri

8:08 (Bell Rings)

8:10 – 10:30

10:30 – 10:50 recess

10:50 – 12:20

12:20 – 1:00 lunch/recess

1:00 – 2:40

5th Grade - Wednesday

8:08 (Bell Rings)

8:10 – 10:30

10:30 – 10:50 recess

10:50 – 12:35

5

Transitional Kindergarten – Monday thru Friday

8:08 (Bell Rings)

8:10 – 11:30 Transitional Kindergarten - Early Bears

9:10 – 12:30 Transitional Kindergarten - Late Bears

Minimum Day Schedule

nt/Teacher Conferences November 8-10

Last Day of School May 30th

ALL TK students will be Early Bears - dismissal 11:30

K- 3rd dismissal 11:40

4th – 5th dismissal 11:55

DESIGN, INSTALLATION AND MAINTENANCE OF FIRE ALARM (F/A) SYSTEMS

Disciplines: Fire and Life Safety

History: Revised 02/28/19
Revised 02/06/18
Revised 11/03/10
Revised 08/25/09
Issued 04/15/08

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Publications](#) webpage.

PURPOSE: This Interpretation of Regulations (IR) clarifies who is qualified in California to design, install, and maintain fire alarm systems (F/A) for projects under DSA jurisdiction according to the requirements of the California State Licensing Board (CSLB) and applicable referenced standards for all F/A installations in public schools, community colleges, and state essential services buildings.

1. WHO CAN DESIGN F/A SYSTEMS:

- 1.1 All system design and installation must comply with the edition of NFPA 72 as amended **and** in force at the time of submittal. An electrical engineer or a C-10 licensed contractor is authorized to design the system within the parameters of their license.
- 1.2 When the architect or engineer in general responsible charge utilizes construction documents prepared, signed, and/or stamped by other professionals, such as a fire protection engineer or a National Institute of Certification in Engineering Technologies (NICET) III or IV certified person, the architect or engineer in general responsible charge must stamp and sign those documents. DSA will accept the Statement of General Conformance, shown in Appendix A, of DSA *IR A-18: Use of Construction Documents Prepared by Other Professionals* in lieu of the signature and seal (or stamp) from the architect or engineer in general responsible charge (Title 24, Part 1, Section 4-225(c) or 4-316(e)).

2. WHO CAN INSTALL F/A SYSTEMS:

- 2.1 The installation of F/A systems designed by an electrical engineer or other individuals as noted in Section 1.2 above may be contracted out to other firms qualified to install F/A systems.
- 2.2 Any system designed by a C-10 licensed electrical contractor must be installed by that contractor with his/her own employees and under the supervision of the license holder. Such systems may not be installed by another company or individual not professionally associated with the licensed installation contractor.
 - 2.2.1 Sub-contracting of either the design or installation by the contracted C-10 licensed electrical contractor is allowed within the parameters of contract law. However, the original C-10 licensed electrical contractor will remain the supervisor and must retain liability and insurance responsibility for both design and construction.
 - 2.2.2 Employees of C-10 electrical contractors working on circuits that exceed 100 volt-amperes in the State of California shall be tested, and certified by the State to perform work under an C-10 license. Effective January 1, 2006, General Journeyman and Fire/Life Safety Technicians must carry cards, issued by the Division of Apprenticeship Standards (DAS), that prove they are certified, and which must be

DESIGN, INSTALLATION AND MAINTENANCE OF FIRE ALARM (F/A) SYSTEMS

presented to the authority having jurisdiction, upon request of the code enforcement official.

2.2.3 NFPA 72 requires persons performing system design, installation, inspection and maintenance work to be qualified. Examples of qualified personnel performing installations include the following:

- Licensed Electrical Engineer,
- Persons certified by the manufacturer for the specific type and brand of system to be provided, or
- Persons certified by a nationally recognized organization such as NICET fire alarm level III certified personnel working under the supervision of a C-10 licensed electrical contractor, and
- Personnel licensed, registered or certified by state or local authority.

2.3 Systems designed and submitted utilizing one manufacturer's equipment may be substituted for a different manufacturer's equipment provided the substitution is accomplished via the DSA Construction Change Document (CCD) process, and must include the following:

- Current manufacturer's applicable product data sheets; and
- Battery and voltage drop calculations to match the new product data sheets; and
- Any location changes, additions or deletions of devices or appliances must be shown on updated floor plans.

2.4 NICET certification is a recommended but not a minimum requirement for California state agencies.

2.5 Local ordinances requiring fewer or additional measures, devices, or appliances shall not apply to public school facilities and may not be required by the local fire authority or any other local entity. (Hall vs. City of Taft)

3. WHO CAN MAINTAIN F/A SYSTEMS:

3.1 F/A systems shall be maintained by qualified persons, such as a person trained by the manufacturer to maintain the system. See 2016 NFPA 72, Sec. 10.5.3.4 (2010 NFPA 72, Section 10.4.3 or 2002 NFPA 72, Section 10.2.2.5) for examples of qualified persons.

3.2 Programming of fire alarm control panels shall be done by factory authorized and trained personnel.

3.3 Warranties may be compromised if systems are not maintained according to recognized standards and manufacturer's guidelines.

4. TESTING OF F/A SYSTEMS:

4.1 Acceptance Testing: Acceptance testing of projects under DSA construction oversight shall be performed by the C-10 licensed electrical contractor's qualified supervisory personnel or their installing technicians and witnessed by the project inspector.

4.1.1 The local fire authority may be invited, as a courtesy, to witness the final acceptance test of the DSA approved system so the local fire authority can become familiar with the workings of the system and the system's configurations. The local fire authority is not obligated to witness the test or authorized to delay the testing until witnessing can be scheduled.

DESIGN, INSTALLATION AND MAINTENANCE OF FIRE ALARM (F/A) SYSTEMS

- 4.1.2** The local fire authority may not require, but may ask for or recommend, changes to the DSA approved system. A CCD shall be generated and processed through DSA. Initiation of any change shall not be performed without prior approval of DSA.
- 4.2 Removal and Reinstallation of Fire Alarm Devices:** When the scope of work for modernization and alteration projects requires removal of existing fire alarm equipment or devices (panels, wiring, detectors, notification appliances, etc.), the reinstalled equipment and devices shall be subjected to re-acceptance testing as outlined in Section 4.3
- 4.2.1** Equipment and devices that are removed from a building with the intent of re-installation shall be retained and stored in a safe manner such that the equipment and/or devices are not subjected to impact, damage, or adverse environmental conditions.
- 4.2.2** Equipment and devices intended for re-installation in a building shall be the same equipment and devices removed from the building. At no time shall “used” equipment or devices from other projects or other buildings be installed.
- 4.3 Reacceptance Testing After Maintenance or Repair:** Reacceptance testing performed after maintenance or repairs have been accomplished, shall be made by technicians trained and/or qualified by the equipment manufacturer or as noted in 2016 NFPA 72, Section 10.5.3.2 (See 2010 NFPA 72, Section 10.4.3 or 2002 NFPA 72, Section 10.2.2 as applicable).
- 4.3.1** Systems that require extensive replacement, modernization, or upgrade shall be submitted to DSA for review and approval (see *IR A-10: Alteration and Reconstruction Projects – DSA Approval Exemption*). Witnessing of tests after routine maintenance or minor repair shall be done by the local fire authority. The responsibility of the local fire authority is to ensure that the system operates as originally installed and approved by DSA.
- 4.3.2** Fire alarm and detection systems in buildings that have been subjected to a fire, or have been impacted by wildfire events, shall be subjected to reacceptance testing as outlined in NFPA 72 to ensure continued operational integrity.

REFERENCES:

California Code of Regulations (CCR), Title 24
Part 1, California Administrative Code, Sections 4-225(c) and 4-316 (e)
California Business and Professions Code, Sections 7026.12 & 7058
Title 16, CCR, Professional and Vocational Regulations,
Division 8, Article 3, Classifications and Section 832.16
Health & Safety Code 13195 & 13196.5
2002, 2010, 2013, 2016 National Fire Alarm and Signaling Code - NFPA 72

This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (K–12), community colleges and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at www.dgs.ca.gov/dsa/publications at the time of project application submittal to DSA are considered applicable.

FIRE ALARM SYSTEM CHANGES IN EXISTING BUILDINGS

Disciplines: Fire & Life Safety

History: Revised 03/19/21
Original Issue 04/27/10

Division of the State Architect (DSA) documents referenced within this publication are available on the or [DSA Publications](#) webpages.

PURPOSE

This Interpretation of Regulations (IR) describes the DSA requirements for the complete or partial change of a fire alarm (F/A) system in an existing building due to obsolescence, catastrophic failure, voluntary upgrading, or as part of the construction change document process.

BACKGROUND

Typical fire alarm submittals consist of both the drawings and specifications of the various devices intended for installation. At times the fire alarm submittal will include a totally new system and at other times it will include only a portion of an existing system.

1. PROCESS

All changes to a fire alarm system (excluding maintenance and some repairs, as explained in Section 4) require DSA review. Upon completion of the changed (added, deleted, etc.) appliances, devices or system, that portion of the fire alarm system in the scope of work shall be inspected and subjected to reacceptance testing as outlined in NFPA 72. Upon successful completion of the acceptance or reacceptance inspection and testing, the NFPA 72 Record of Completion form shall be completed by the fire alarm system contractor and a copy of the completed and signed form given to the Architect or Engineer of Record, the Project Inspector, the Owner (School or Community College District) and the Local Fire Authority.

1.1 Total Fire Alarm System Replacement

Fire alarm systems in existing buildings that are replaced in their entirety must be compliant with current codes and standards and include extension to any previously unprotected areas. Fire alarm system plans shall be submitted to DSA when the total project cost exceeds the thresholds described in *IR A-22: Construction Projects and Items Exempt from DSA Review*.

1.2 Partial System Exchange

It is not required to upgrade an entire building or campus fire alarm system (add in other devices or extend current system) when not totally replacing a system, but the basic submittal package must provide assurance in the form of a letter from the fire alarm design professional certifying that all components and/or devices of the system are compatible. Any new or added components or devices must meet current codes and standards, including California Building Standards Code (CBC) accessibility requirements. The system would not require expansion to all areas in the building(s) or campus. A DSA submittal package would be needed for the portion of the system(s) being changed when the projected dollar amount of the project exceeds the thresholds described in IR A-22.

FIRE ALARM SYSTEM CHANGES IN EXISTING BUILDINGS

2. DESIGN REQUIREMENTS

All areas undergoing alteration or modernization where the project scope affects the design of existing fire protection and life safety systems shall be required to meet current code requirements with additional devices added to those areas as needed to maintain compliance with adopted standards.

3. CHANGE TO SUBMITTED AND DSA APPROVED DOCUMENTS

Where construction plans and documents have been submitted and approved by DSA, but the accepted fire alarm bid package includes a different manufacturer and/or model for the fire alarm control panel (FACP), power extenders, appliances, devices, etc. then the following shall apply:

3.1 Where the system design has not changed (locations of appliances, routing of wire, extension of circuits, etc.) and the voltage demands of the substituted appliances and devices are the same as or less than those approved, a construction change document (CCD-A) shall be submitted to DSA.

The Architect or Engineer of Record shall provide:

3.1.1 A letter from the fire alarm system design professional certifying that the design has not significantly changed and the appliances and devices have equal or less voltage draws than those originally submitted, and

3.1.2 New component/device manufacturer's product data sheets (cut sheets) and associated State Fire Marshal listing sheets for each appliance, device, etc.

3.2 Where substantial changes are made to the design or the voltage demands of the new manufacturer's equipment are higher than those originally approved, then a "revision" or an "addendum" must be submitted to DSA for review and approval.

4. REPAIR AND MAINTENANCE

4.1 Repair

Repair of an existing fire alarm system does not require submittal of plans, specifications or other documents to DSA, except as noted below:

4.1.1 Replacement of all devices and/or notification appliances

If all devices and/or notification appliances are to be replaced, Section 1.1 above would apply.

4.1.2 Replacement of the Fire Alarm Control Panel (FACP) compatible with existing appliances

A replacement FACP from a different manufacturer may be installed if documented as compatible with the existing notification appliances, components and devices. If the replacement FACP is not compatible, then Section 1.1 above would apply since all associated appliances would also need replacement.

4.2 Maintenance

Maintenance of an existing fire alarm system (removal and replacement of one device, appliance or the repair of a shorted wire) does not require submittal of plans to DSA.

5. RESOURCES

Several helpful documents have been provided on the DSA website.

FIRE ALARM SYSTEM CHANGES IN EXISTING BUILDINGS

5.1 Project Submittal Guideline: *GL-2: Fire Alarm & Detection Systems*

5.2 DSA Interpretation of Regulations:

- *IR A-6: Construction Change Document Submittal and Approval Process*
- *IR A-18: Use of Construction Documents Prepared by Other Professionals*
- *IR A-22: Construction Projects and Items Exempt from DSA review*

REFERENCES:

2019 California Administrative Code (CAC), Section 4-215
California Building Code (CBC), Section 907
California Fire Code (CFC), Section 907
2016 NFPA Standard 72, as amended

This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (K–12), community colleges and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at www.dgs.ca.gov/dsa/publications at the time of project application submittal to DSA are considered applicable.