

NOTICE TO PROCEED

Date

Contractor
Address
City, ST Zip

Contract No. ; Contract Amount: \$
Project Name and No.
Campus

In accordance with the provisions of the contract general conditions, you are hereby notified to commence work on the subject contract on or before and are to fully complete the work within consecutive calendar days in accordance with your contract completion date of .

The contract provides for assessment of liquidated damages of \$ for each consecutive calendar day that is required to finish the work after the contract completion date.

Sincerely,

Name
Construction Administrator
Department

The California State University

PROJECT No. _____

CONTRACT No. _____

DATE _____

SITE SURVEY AND ACCEPTANCE

[illegible]

Inspector

Date _____

cc: Construction Administrator
Inspector
Contractor
Architect

FAIR EMPLOYMENT PRACTICES COMPLIANCE REPORT

PROJECT _____

CONTRACT No. _____

1. NAME AND ADDRESS OF CONTRACTOR <input type="checkbox"/> PRIME <input type="checkbox"/> SUB						
					Yes	No
2. Have you established a company-wide employment policy to assure that equal employment opportunity is given to all persons without regard to race, color, religion, ancestry, or national origin?						
3. Have you notified all supervisors, foremen, and other personnel officers in writing of the anti-discrimination clause and their responsibilities under it?						
4. Have notices setting forth the provisions of the Fair Employment Practices Section been posted in conspicuous places available to employees and applicants for employment on this project?						
5. Have the Company's employee referrals, including unions, employment agencies, advertisements, Department of Employment, etc., been notified of the contents of the anti-discrimination clause?						
5a. Has this been done in writing?						
6. Has each such employee referral advised the Company that it will refer all qualified applicants for employment to the company without regard to race, color, religion, ancestry, or national origin?						
7. Has a collective bargaining agreement or other contract or understanding been made with a labor union (or unions) which covers the performance of any work on this project?						
7a. Do you operate under an Association Master Labor Agreement? If your answer is "yes," state the name of the Association.						
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Are copies of those agreements on file with the awarding authority?						
7b. If you do not operate under an Association Master Labor Agreement, then indicate what steps you have taken to attempt to develop an agreement which will:						
(1) Spell out responsibilities for nondiscrimination in hiring, referral, upgrading, and training.						
(2) Otherwise implement an affirmative anti-discrimination program in terms of the unions' specific area of skill and geography, to the end that qualified minority workers will be available and given an equal opportunity for employment.						
In addition, if you have reached such an agreement, attach a copy of the provisions thereof which bear on (1) and (2) above.						
8. Have you encountered any opposition to the anti-discrimination clause by individuals, firms, or organizations?					Yes	No
If your answer to No. 8 is "Yes," identify the individual, firm, or organization and briefly describe the nature of the opposition.						
9. Check principal sources for employee referrals:	Dept. of Emp.	Emp. Agencies	Direct Hiring	Union	Other	
a) Const. Workers						
b) Other Workers						
10. The following person or persons are responsible for determining whom to hire or whether or not to hire workers on this particular project:						
11. Do you employ or intend to employ apprentices on this project?					Yes	No
Indicate who is responsible for selection of such apprentices:						
<input type="checkbox"/> Employee of Contractor <input type="checkbox"/> Joint Apprenticeship Comm <input type="checkbox"/> Union <input type="checkbox"/> Other						
QUESTIONS 12 THROUGH 14 TO BE FILLED OUT BY PRIME CONTRACTOR ONLY:						
					Yes	No
12. Have you awarded any subcontracts in excess of \$5,000 for work covered by your contract?						
13. Have the anti-discrimination provisions been included in each of said subcontracts?						
14. Have all such subcontractors been instructed to file compliance reports and have they been furnished with report forms?						

FAIR EMPLOYMENT PRACTICES COMPLIANCE REPORT

INSTRUCTIONS TO CONTRACTORS

This compliance report is required by the Fair employment Practices provisions of State contracts financed with State funds when the amount of such contract exceeds \$5,000.

This report is to be completed in its entirety for each prime contract and all first tier subcontracts in excess of \$5,000. The prime and subcontract report shall be submitted by the prime contractor to the awarding authority within ninety (90) calendar days after approval of the contract. For contracts scheduled to be completed in less than ninety (90) calendar days, such report shall be submitted within ten (10) days after commencing work.

Additional sheets of paper may be attached, if necessary, to submit explanations or further information.

If the answer to any of the questions indicates noncompliance with the anti-discrimination provision of the contract, a brief explanation of such answer must accompany the report.

It shall be the further responsibility of the contractor to keep the information contained in the compliance report current, and should there be changes in the contractor's agreements with employee referrals, including unions or in the individuals responsible for hiring, etc., which would change the answers submitted by the contractor in his original questionnaire, the contractor should file a supplementary report containing revised answers to the applicable questions. Such changes from the original report are to be submitted in duplicate.

Upon completion of the contract, the contractor must submit a final statement of compliance, including statements that the original compliance report was submitted, that any changes in the original report were reported, and that the requirements of the Fair Employment Practices section were complied with during the contract. If such a statement cannot be submitted in its entirety, a statement along the same lines with the exceptions noted must be submitted.

The State may require submission of additional information or reports on compliance at any time.

PROJECT _____

PROJECT NO. _____

CONTRACTOR _____

CONTRACT NO. _____

ARCHITECT _____

DATE _____

CONTRACT PAYMENT REQUEST NO. _____

To the best of my knowledge and belief, I certify that all items, units, prices, and quantities listed below on this Payment Request are correct; that all work has been performed, and materials supplied in full accordance with the conditions of Project Construction Contract; that the following is a true and correct statement of the Contract account for the period covered by this request, and that none of the "TOTAL AMOUNT DUE THIS CONTRACT PAYMENT REQUEST" has been received. I further certify that all applicable provisions of the following have been observed: California State University Contract Law, Government Code, Labor Code and Executive Orders.

1. OBLIGATIONS:

- a. Original Contract Award. \$ _____
- b. Change Orders Approved to Date \$ _____
- c. TOTAL CONTRACT OBLIGATION TO DATE..... \$ _____

2. PAYMENTS DUE THIS REQUEST:

- a. Earned to Date. \$ _____
- b. Earned on Change Orders to Date \$ _____
- c. TOTAL EARNED TO DATE..... \$ _____
- d. Total Retention to Date. (5%) \$ _____
- e. Net Due on Earned to Date. (2c. minus 2d.) \$ _____
- f. Advance for Allowed Materials on Site. \$ _____
(90% of value listed on Form 702.17, Request for Payment for Materials on Hand)
- g. Total Payment Due to Date. (2e. plus 2f.) \$ _____
- h. Less Previous Payments. (item g. from previous claim) \$ _____
- i. TOTAL AMOUNT DUE THIS CONTRACT PAYMENT REQUEST..... \$ _____
- j. Withholds for cause, breakdown attached \$ _____
- k. ADJUSTED TOTAL AMOUNT DUE THIS CONTRACT PAYMENT REQUEST..... \$ _____

Contractor: _____

Date: _____

By: _____

Title: _____

CONTRACT PAYMENT APPROVALS

This certifies that the above-named Contractor is entitled to the Contract Payment amount listed in item 2k. above, and no part of this amount has been previously paid to the Contractor.

Inspector _____ Date _____

Architect _____ Date _____

Approved for Payment _____
Construction Administrator _____ Date _____

For CSU Use Only:

PO # _____ or Chart Field String: _____
Account Fund DeptID Program Class Project/Grant

CONTRACTOR'S CONSTRUCTION WASTE AND RECYCLING PLAN
(Submit After Award of Contract and Prior to Start of Work)

Project Name and Number:

Contract or Work Order No.:

Contractor's Name:

Street Address:

City:

State:

Zip:

Phone: ()

Fax: ()

E-Mail Address:

Prepared by: (Print Name)

Date Submitted:

Project Period:

From:

To:

Reuse, Recycling or Disposal Processes to be Used

Describe the types of recycling processes or disposal activities that will be used for material generated in the project. Indicate the type of process or activity by number, types of materials, and estimated quantities that will be recycled or disposed in the sections below:

- 01 - Reuse of building materials or salvage items on site (i.e. crushed base or red clay brick)
- 02 - Salvaging building materials or salvage items at an off site salvage or re-use center (i.e. lighting, fixtures)
- 03 - Recycling source separated materials on site (i.e. crushing asphalt/concrete for reuse or grinding for mulch)
- 04 - Recycling source separated materials at an off site recycling center (i.e. scrap metal or green matls)
- 05 - Recycling commingled loads of C&D materials at an off site mixed debris recycling center or transfer station
- 06 - Recycling material as Alternative Daily Cover at landfills
- 07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).
- 08 - Disposal at a landfill or transfer station.
- 09 - Other (please describe) _____

Types of Material to be Generated

Use these codes to indicate the types of material that will be generated on the project

A = Asphalt C = Concrete M = Metals I = Mixed Inert G = Green Materials
D = Drywall P/C=Paper/Cardboard W/C = Wire/Cable S= Soils (Non Hazardous)
M/C = Miscellaneous Construction Debris R = Reuse/Salvage W = Wood O = Other (describe)

Facilities Used: Provide name of facility and location (City)

Total Truck Loads: Provide number of trucks hauled from site during reporting period

Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).

SECTION I - RE-USED/RECYCLED MATERIALS

Include all recycling activities for source separated or mixed material recycling centers where recycling will occur.

Type of Material	Type of Activity	Facility to be Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion			-	-	-	-

SECTION 01151A
CONTRACTOR'S CONSTRUCTION WASTE AND RECYCLING PLAN (continued)

Project Name and Number:

Contract or Work Order No.:

SECTION II - DISPOSED MATERIALS

Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling will occur.

Type of Material	Type of Activity	Facility to be Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal				-	-	-

SECTION III - TOTAL MATERIALS GENERATED

This section calculates the total materials to be generated during the project period (Reuse/Recycle + Disposal = Generation)

				Tons	Cubic Yds	Other Wt.
a. Total Reused/Recycled				-	-	-
b. Total Disposed				-	-	-
c. Total Generated				-	-	-

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION

Add totals from Section I + Section II

	Tons	Cubic Yds	Other Wt.		
a. Materials Re-Used and Recycled	-				
b. Materials Disposed	-				
c. Total Materials Generated (a. + b. = c.)	-	-	-		
d. Landfill Diversion Rate (Tons Only)*	#DIV/0!				

* Use tons only to calculate recycling percentages: Tons Reused/Recycled/Tons Generated = % Recycled

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities):

Notes:

- Section 01151A is a Division 01 General Requirement under CSI MasterFormat 1998 Edition.
For CSI MasterFormat 2004 Edition, this Section may be renumbered as follows:
Under Division 00, Procurement and Contracting Requirements, Project Forms 00 60 00
Use: Section 00 62 22 Construction Waste Diversion Plan
- Suggested Conversion Factors: From Cubic Yards to Tons (Use when scales are not available)
Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt)
Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete)
Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons)
Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons)
Drywall Scrap: .20
Wood Scrap: .16

CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT
(Submit With Each Progress Payment)

Project Name and Number:

Contract or Work Order No.:

Contractor's Name:

Street Address:

City:

State:

Zip:

Phone: ()

Fax: ()

E-Mail Address:

Prepared by: (Print Name)

Date Submitted:

Period Covered: From:

To:

Reuse, Recycling or Disposal Processes Used

Describe the types of recycling processes or disposal activities used for material generated in the project. Indicate the type of process or activity by number, types of materials, and quantities that were recycled or disposed in the sections below:

- 01 - Reuse of building materials or salvage items on site (i.e. crushed base or red clay brick)
- 02 - Salvaging building materials or salvage items at an off site salvage or re-use center (i.e. lighting, fixtures)
- 03 - Recycling source separated materials on site (i.e. crushing asphalt/concrete for reuse or grinding for mulch)
- 04 - Recycling source separated materials at an off site recycling center (i.e. scrap metal or green matls)
- 05 - Recycling commingled loads of C&D materials at an off site mixed debris recycling center or transfer station
- 06 - Recycling material as Alternative Daily Cover at landfills
- 07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).
- 08 - Disposal at a landfill or transfer station.
- 09 - Other (please describe) _____

Types of Material Generated

Use these codes to indicate the types of material that were generated on the project

A = Asphalt C = Concrete M = Metals I = Mixed Inert G = Green Materials
D = Drywall P/C=Paper/Cardboard W/C = Wire/Cable S= Soils (Non Hazardous)
M/C = Miscellaneous Construction Debris R = Reuse/Salvage W = Wood O = Other (describe)

Facilities Used: Provide name of facility and location (City)

Total Truck Loads: Provide number of trucks hauled from site during reporting period

Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).

SECTION I - RE-USED/RECYCLED MATERIALS

Include all recycling activities for source separated or mixed material recycling centers where recycling occurred.

Type of Material	Type of Activity	Facilities Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion			-	-	-	-

SECTION 01151B
CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT (continued)

Project Name and Number:

Contract or Work Order No.:

SECTION II - DISPOSED MATERIALS

Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling occurred.

Type of Material	Type of Activity	Facilities Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal				-	-	-

SECTION III - TOTAL MATERIALS GENERATED

This section calculates the total materials generated during the project period (Reuse/Recycle + Disposal = Generation)

				Tons	Cubic Yds	Other Wt.
a. Total Reused/Recycled				-	-	-
b. Total Disposed				-	-	-
c. Total Generated				-	-	-

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION

Add totals from Section I + Section II

	Tons	Cubic Yds	Other Wt.		
a. Materials Re-Used and Recycled	-				
b. Materials Disposed	-				
c. Total Materials Generated (a. + b. = c.)	-	-	-		
d. Landfill Diversion Rate (Tons Only)*	#DIV/0!				

* Use tons only to calculate recycling percentages: $\text{Tons Reused/Recycled/Tons Generated} = \% \text{ Recycled}$

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities):

Notes:

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 Under Division 00, Procurement and Contracting Requirements, Project Forms 00 60 00
 Use: Section 00 62 22 Construction Waste Diversion Plan
- Suggested Conversion Factors: From Cubic Yards to Tons (Use when scales are not available)
 Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt)
 Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete)
 Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons)
 Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons)
 Drywall Scrap: .20
 Wood Scrap: .16

CONTRACTOR'S BUILDING DEMOLITION WASTE AND RECYCLING PLAN
(Submit After Award of Contract and Prior to Start of Work)

Project Name and Number:

Contract or Work Order No.:

Contractor's Name:

Street Address:

City:

State:

Zip:

Phone: ()

Fax: ()

E-Mail Address:

Prepared by: (Print Name)

Date Submitted:

Project Period:

From:

To:

Reuse, Recycling or Disposal Processes to be Used

Describe the types of recycling processes or disposal activities that will be used for material generated in the project. Indicate the type of process or activity by number, types of materials, and estimated quantities that will be recycled or disposed in the sections below:

- 01 - Reuse of building materials or salvage items on site (i.e. crushed base or red clay brick)
- 02 - Salvaging building materials or salvage items at an off site salvage or re-use center (i.e. lighting, fixtures)
- 03 - Recycling source separated materials on site (i.e. crushing asphalt/concrete for reuse or grinding for mulch)
- 04 - Recycling source separated materials at an off site recycling center (i.e. scrap metal or green materials)
- 05 - Recycling commingled loads of demolition matls at an off site mixed debris recycling center or transfer station
- 06 - Recycling material as Alternative Daily Cover at landfills
- 07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).
- 08 - Disposal at a landfill or transfer station.
- 09 - Other (please describe) _____

Types of Material To Be Generated

Use these codes to indicate the types of material that will be generated on the project

A = Asphalt C = Concrete M = Metals I = Mixed Inert G = Green Materials
D = Drywall P/C=Paper/Cardboard W/C = Wire/Cable S= Soils (Non Hazardous)
M/C = Miscellaneous Construction Debris R = Reuse/Salvage W = Wood O = Other (describe)

Facilities Used: Provide name of facility and location (City)

Total Truck Loads: Provide number of trucks hauled from site during reporting period

Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).

SECTION I - RE-USED/RECYCLED MATERIALS

Include all recycling activities for source separated or mixed material recycling centers where recycling will occur.

Type of Material	Type of Activity	Facility to be Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion			-	-	-	-

SECTION 02060A
CONTRACTOR'S BUILDING DEMOLITION WASTE AND RECYCLING PLAN (continued)

Project Name and Number:

Contract or Work Order No.:

SECTION II - DISPOSED MATERIALS

Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling will occur.

Type of Material	Type of Activity	Facility to be Used, Location	Total Truck Loads	Total Quantities Tons	Cubic Yds	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal				-	-	-

SECTION III - TOTAL MATERIALS GENERATED

This section calculates the total materials to be generated during the project period (Reuse/Recycle + Disposal = Generation)

	Tons	Cubic Yds	Other Wt.
a. Total Reused/Recycled	-	-	-
b. Total Disposed	-	-	-
c. Total Generated	-	-	-

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION

Add totals from Section I + Section II

	Tons	Cubic Yds	Other Wt.
a. Materials Re-Used and Recycled	-		
b. Materials Disposed	-		
c. Total Materials Generated (a. + b. = c.)	-	-	-
d. Landfill Diversion Rate (Tons Only)*	#DIV/0!		

** Use tons only to calculate recycling percentages: Tons Reused/Recycled/Tons Generated = % Recycled*

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities) :

Notes:

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For CSI MasterFormat 2004 Edition, this Section may be renumbered as follows:
Under Division 00, Procurement and Contracting Requirements, Project Forms 00 60 00
Use: Section 00 62 22 Construction Waste Diversion Plan

- Suggested Conversion Factors: From Cubic Yards to Tons (Use when scales are not available)

Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt)

Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete)

Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons)

Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons)

Drywall Scrap: .20

Wood Scrap: .16



SECTION 02060B BUILDING DEMOLITION

CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT

(Submit With Each Progress Payment)

Project Name and Number:

Contract or Work Order No.:

Contractor's Name:

Street Address:

City:

State:

Zip:

Phone: ()

Fax: ()

E-Mail Address:

Prepared by: (Print Name)

Date Submitted:

Period Covered:

From:

To:

Reuse, Recycling or Disposal Processes Used

Describe the types of recycling processes or disposal activities used for material generated in the project. Indicate the type of process or activity by number, types of materials, and quantities that were recycled or disposed in the sections below:

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04 - Recycling source separated materials at an off site recycling center (i.e. scrap metal or green matls)
05 - Recycling commingled loads of C&D materials at an off site mixed debris recycling center or transfer station
06 - Recycling material as Alternative Daily Cover at landfills
07 - Delivery of soils or mixed inerts to an inert landfill for disposal (inert fill).
08 - Disposal at a landfill or transfer station.
09 - Other (please describe) _____

Types of Material Generated

Use these codes to indicate the types of material that were generated on the project

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D = Drywall P/C=Paper/Cardboard W/C = Wire/Cable S= Soils (Non Hazardous)
M/C = Miscellaneous Construction Debris R = Reuse/Salvage W = Wood O = Other (describe)

Facilities Used: Provide name of facility and location (City)

Total Truck Loads: Provide number of trucks hauled from site during reporting period

Total Quantities: If scales are available at sites, report in tons. If not, quantify by cubic yards. For salvage/reuse items, quantify by estimated weight (or units).

SECTION I - RE-USED/RECYCLED MATERIALS

Include all recycling activities for source separated or mixed material recycling centers where recycling occurred.

Type of Material	Type of Activity	Facilities Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) M	04	ABC Metals, Los Angeles	24	355		
a. Total Diversion			-	-	-	-

SECTION 02060B BUILDING DEMOLITION
CONTRACTOR'S REUSE, RECYCLING, AND DISPOSAL REPORT (continued)

Project Name and Number:

Contract or Work Order No.:

SECTION II - DISPOSED MATERIALS

Include all disposal activities for landfills, transfer stations, or inert landfills where no recycling occurred.

Type of Material	Type of Activity	Facilities Used, Location	Total Truck Loads	Total Quantities		
				Tons	Cubic Yds	Other Wt.
(ex.) D	08	DEF Landfill, Los Angeles	2	35		
b. Total Disposal				-	-	-

SECTION III - TOTAL MATERIALS GENERATED

This section calculates the total materials generated during the project period (Reuse/Recycle + Disposal = Generation)

				Tons	Cubic Yds	Other Wt.
a. Total Reused/Recycled				-	-	-
b. Total Disposed				-	-	-
c. Total Generated				-	-	-

SECTION IV - CONTRACTOR'S LANDFILL DIVERSION RATE CALCULATION

Add totals from Section I + Section II

	Tons	Cubic Yds	Other Wt.		
a. Materials Re-Used and Recycled	-				
b. Materials Disposed	-				
c. Total Materials Generated (a. + b. = c.)	-	-	-		
d. Landfill Diversion Rate (Tons Only)*	#DIV/0!				

* Use tons only to calculate recycling percentages: $\text{Tons Reused/Recycled/Tons Generated} = \% \text{ Recycled}$

Contractor's Comments (Provide any additional information pertinent to planned reuse, recycling, or disposal activities) :

Notes:

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For CSI MasterFormat 2004 Edition, this Section may be renumbered as follows:
Under Division 00, Procurement and Contracting Requirements, Project Forms 00 60 00
Use: Section 00 62 22 Construction Waste Diversion Plan

- Suggested Conversion Factors: From Cubic Yards to Tons (Use when scales are not available)

Asphalt: .61 (ex. 1000 CY Asphalt = 610 tons. Applies to broken chunks of asphalt)

Concrete: .93 (ex. 1000 CY Concrete = 930 tons. Applies to broken chunks of concrete)

Ferrous Metals: .22 (ex. 1000 CY Ferrous Metal = 220 tons)

Non-Ferrous Metals: .10 (ex. 1000 CY Non-Ferrous Metals = 100 tons)

Drywall Scrap: .20

Wood Scrap: .16

The California State University

PROJECT _____

CONTRACTOR _____

ARCHITECT _____

PROJECT NO. _____

CONTRACT No. _____

DATE _____

REQUEST FOR PAYMENT FOR MATERIALS ON HAND
ESTIMATE NO. _____

In accordance with the provisions of the Contract General Conditions, request is made for payment of materials on hand for the following materials:

ITEM NUMBER	QUANTITY	DESCRIPTION OF MATERIAL STORED	VALUE	STORED AT

Affidavit: The materials listed above have been purchased exclusively for use on the above-referenced project. The material is separated from the other like materials and is physically identified as our property for use only on the subject contract. The Trustees may enter upon the premises for the purposes set forth in the Contract General Conditions of the contract for inspection, checking or auditing, or for any other purpose as you consider necessary. It is expressly understood and agreed that this information and affidavit is furnished to the Trustees for the purpose of obtaining payment for the above materials before they are delivered to, or incorporated into, the project described above, and that the storage thereof at the location shown is subject to, and under the control of, the Trustees.

(Verified) Inspector

Contractor

PROJECT _____
CONTRACTOR _____
ARCHITECT _____

PROJECT NO. _____
CONTRACT NO. _____
DATE _____

SCHEDULE OF VALUES

ACCOUNT NUMBER	FEATURES OF CONTRACT WORK	COST	% COMPLETE	EARNED TO DATE

PROJECT _____

CONTRACTOR _____

ARCHITECT _____

PROJECT NO. _____

CONTRACT NO. _____

DATE _____

UNIFORMAT BUILDING SYSTEMS BREAKDOWN BY DISCIPLINE

Symbol	Description	Value
	SUBSTRUCTURE	
A10	Foundations	
A20	Basement Construction	
	SHELL	
B10	Superstructure	
B20	Exterior Closure	
B30	Roofing	
	INTERIORS	
C10	Interior Construction	
C20	Stairways	
C30	Interior Finishes	
	SERVICES	
D10	Conveying Systems	
D20	Plumbing Systems	
D30	HVAC Systems	
D40	Fire Protection Systems	
D50	Electrical Systems (other than telecom)	
D5030	Telecom	
	EQUIPMENT & FURNISHINGS	
E10	Equipment	
E20	Furnishings	
	OTHER BUILDING CONSTRUCTION	
F10	Special Construction	
F20	Selective Demolition (other than hazmat)	
F2020	Hazmat Abatement	
	BUILDING SITEWORK	
G10	Site Preparation	
G20	Site Improvements	
G30	Site Civil/Mechanical Utilities	
G40	Site Electrical Utilities	
G60	Other Site Construction	
Z10	GENERAL	
	TOTAL AWARDED CONTRACT VALUE	

PROJECT _____

PROJECT NO. _____

CONTRACTOR _____

CONTRACT NO. _____

ARCHITECT _____

DATE _____

COST REQUEST BULLETIN NO. _____

CONTRACTOR

Please provide the Architect/Engineer with a detailed breakdown of the costs and justification for any time required, if any, for performing the following work or making the deletions or substitutions described.

REASON FOR REQUEST:

DESCRIPTION:

REFERENCE:

- a. This Bulletin is complete.
- b. See attached documents as follows: (A/E to list all attachments.)

NOTES:

- a. Submit costs and time only.
- b. None of the work described in the Bulletin shall be performed until authorization to proceed with the change is received.

cc: Project Manager/Construction Inspector
Construction Administrator

PROJECT NAME

CONTRACTOR

SUBCONTRACTOR

PROJECT NO.

CONTRACT NO.

DATE

HOURLY LABOR RATE WORKSHEET

(Reference Contract General Conditions, 'Change Orders' section. Contractor shall enter data into all fields highlighted in yellow; for those fields highlighted in blue, data will automatically populate.)

TRADE:

CLASSIFICATION:

Item	% Rate	Prevailing Wage Rate			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate		\$ 37.35	\$ 56.03	\$ 74.70	Use verified certified payroll
Fringe Benefits:					
Pension ¹		3.41	3.41	3.41	
Health/Welfare ¹		3.95	3.95	3.95	
Training/Certification ¹		0.42	0.42	0.42	
Vacation/Holiday ¹		3.30	3.30	3.30	
Other		0.29	0.29	0.29	
Fringe Benefits Subtotal		\$ 11.37	\$ 11.37	\$ 11.37	
Total Hourly Rate		\$ 48.72	\$ 67.40	\$ 86.07	= Base Labor Rate + Benefits Paid + Benefits Provided
Total Paid Hourly Rate		\$ 40.76	\$ 59.44	\$ 78.11	= Base Labor Rate + Benefits Paid
Burden: Taxes & Insurance ²					
FICA	0.062	2.53	3.68	4.84	
Medicare	0.0145	0.59	0.86	1.13	
Federal Unemployment	0.008	0.33	0.48	0.62	
California Unemployment	0.062	2.53	3.68	4.84	
Workers Compensation ¹		-	-	-	Usually less than 11%; can request policy.
Liability Ins. Premium (for labor only) ¹		-	-	-	Allowable cost of labor; less than 5%.
Other ¹		-	-	-	
Burden Subtotal		\$ 5.97	\$ 8.71	\$ 11.44	
Contractor Liability Insurance		N/A	N/A	N/A	Included in OH&P per CGC
Small Tools		N/A	N/A	N/A	Included in OH&P per CGC
Other (warranty, record drawings, payment bonds, performance bonds, etc.)		N/A	N/A	N/A	Included in OH&P per CGC
TOTAL HOURLY RATE (Total Hourly Rate + Burden)		\$ 54.69	\$ 76.10	\$ 97.51	= Amount Contractor paid to employee

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit) in accordance with the provisions of CGCs, under 'Change Orders'. Mark-up rates for utility repair work shall be adjusted in accordance with the CGCs, under 'Contractor's Responsibility for the Work', subsection 'e-Utilities'.

¹ Costs for Overtime and Double Time are same as for Regular Time.

² Taxes & Insurance apply to Total Paid Hourly Rate which includes Base Labor Rate plus benefits paid in cash.

By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Rates certified by:

Company Name:

(print name)

Signature:

CONTRACTOR CHANGE ORDER REQUEST SUMMARY

PROJECT NAME: _____	C.O.R. NO.: _____
PROJECT NO: _____	CRB/FI REF.: _____
GENERAL CONTRACTOR: _____	DATE: _____
DESCRIPTION OF CHANGE: _____	

General Contractor Direct Costs

Additive Costs

A Labor		
B Material		
C Equipment		
D Subtotal of Additive Cost		\$0.00

Deductive Costs (use minus sign to denote negative figures)

E Labor		
F Material		
G Equipment		
H Subtotal of Deductive Cost		\$0.00

I Contractor's Total Direct Cost (D+H)	\$0.00
J General Contractor's Mark-up	\$0.00

Line "J" mark-up is calculated in accordance with Article 6.01-b of the Contract General Conditions. Mark-up percentages applied to the line "I" subtotal are as follows: 15% on first \$50,000, 10% on balance beyond \$50,000, 6% for credits.

K Total General Contractor Direct Costs + Mark-up (Line I + J)	\$0.00
-----------------------------------------------------------------------	---------------

L Total Subcontractor Direct Costs	
<small>(Note: If there are two or more subcontractors for this change item, then use a separate form for each subcontractor.)</small>	
<small>Sum of Lines "I" and "L" from Subcontractor Change Order Request Summary Forms (703.34S)</small>	

M Subcontractor Mark-up	
<small>Sum of Lines "J", "M", "N" and "O" from Subcontractor Change Order Request Summary Forms (703.34S)</small>	

N General Contractor's Mark-up on Subcontractor Direct Costs	\$0.00
<small>Line "N" mark-up is calculated in accordance with Article 6.01c of the Contract General Conditions. Mark-up percentages applied to the line "L" subtotal are as follows: 10% on first \$50,000, 7% on balance beyond \$50,000, 6% for credits.</small>	

O Total General Contractor Change Request (Line K + L + M + N)	\$0.00
-----------------------------------------------------------------------	---------------

Note: Include detailed breakdown of material, labor and equipment cost for each trade. Refer to Contract General Conditions Article 6.00.

To the best of my knowledge and belief, I certify that all costs listed above are correct.

Contractor Signature	Date
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SUBCONTRACTOR CHANGE ORDER REQUEST SUMMARY

PROJECT NAME: _____	C.O.R. NO.: _____
PROJECT NO: _____	CRB/FI REF.: _____
GENERAL CONTRACTOR: _____	DATE: _____
SUBCONTRACTOR: _____	
DESCRIPTION OF CHANGE: _____	

Subcontractor Direct Costs

Additive Costs

A Labor		
B Material		
C Equipment		
D Subtotal of Additive Cost		\$0.00

Deductive Costs (use minus sign to denote negative figures)

E Labor		
F Material		
G Equipment		
H Subtotal of Deductive Cost		\$0.00

I Subcontractor's Total Direct Cost (Line D + H)		\$0.00
--------------------------------------------------	--	--------

J Subcontractor's Mark-up		\$0.00
---------------------------	--	--------

Line "J" mark-up is calculated in accordance with Article 6.01-b of the Contract General Conditions. Mark-up percentages applied to the line "I" subtotal are as follows: 15% on first \$50,000, 10% on balance beyond \$50,000, 6% for credits.

K Total Subcontractor Direct Costs + Mark-up (Line I + J)		\$0.00
------------------------------------------------------------------	--	--------

L Total of all Sub-tier Subcontractor Direct Costs		
----------------------------------------------------	--	--

M Sub-tier Subcontractor Mark-up on first \$50,000		
<i>Individual sub-tier subcontractor mark-ups shall conform to max. & min. mark-ups listed for line "J" above.</i>		

N Sub-tier Subcontractor Mark-up on balance beyond \$50,000		
<i>Individual sub-tier subcontractor mark-ups shall conform to max. & min. mark-ups listed for line "J" above.</i>		

O Subcontractor's Mark-up on Sub-tier Subcontract Work (7% of Line "L" Total)	7.0%	\$0.00
-------------------------------------------------------------------------------	------	--------

P Total Subcontractor Change Request (Line K + L + M + N + O)		\$0.00
----------------------------------------------------------------------	--	--------

Note: Detailed breakdown of material, labor and equipment cost is to be included for each trade. Refer to Contract General Conditions- Article 6.00.

PROJECT _____

PROJECT NO. _____

CONTRACTOR _____

CONTRACT NO. _____

ARCHITECT _____

DATE _____

CONTRACT CHANGE ORDER NO. _____

Note: Give complete description of work. The documents supporting this Change Order, including any drawings and estimates of cost, are referenced hereon and made a part hereof. (Reference change proposal number, cost request bulletin number, field instruction number, change order request number, and any other documents as applicable. A copy of each shall be attached to the Trustees' copy of this Change Order.)

C P #	C R B #	F I #	C O R #	Description	Extra	Credit	Days Ext.
					\$	\$	
Execution of this change order represents full and final costs of all direct, indirect, and delay costs for the scope of services identified hereon unless noted otherwise.							
TOTALS					\$	\$	
<i>I hereby certify upon my own personal knowledge that budget funds are available for this encumbrance.</i>							
ACCOUNTING OFFICER _____					Date _____		

APPROVAL RECOMMENDED			Net Extra.....\$0 or Net Credit.....\$0 Calendar days time extended: 0 Revised Completion Date:
ARCHITECT _____ DATE _____			
CONTRACTOR AGREEMENT			COPIES TO: <ul style="list-style-type: none"> • Construction Administrator • Contractor • Architect/Engineer • University • Project Manager or Construction Inspector • Other (specify):
<i>The undersigned hereby agrees to the above-described amendment of the contract.</i>			
_____ <i>(Legal firm name of Contractor)</i>			
SIGNATURE _____	TITLE _____	DATE _____	
Note: The Contractor's name shall be as listed on the contract. All signatures must be signed in ink.			
TRUSTEES' APPROVAL			
APPROVED (\$0 TO \$20,000) _____	TITLE _____	DATE _____	
APPROVED (\$20,001 TO \$100,000) _____	TITLE _____	DATE _____	
APPROVED (\$100,001 +) _____	TITLE _____	DATE _____	

PROJECT _____

PROJECT NO. _____

CONTRACTOR _____

CONTRACT NO. _____

ARCHITECT _____

DATE _____

GUARANTEE QUALITY AND PERFORMANCE

We the undersigned hereby guarantee that the:

which we have installed on the subject campus has been done in accordance with the plans and specifications and that all the work as installed will fulfill the requirements of the guarantees included in the specifications. We further agree to repair or replace any or all of our work, together with any other adjacent work which may be displaced in so doing, that may prove to be defective in its materials, workmanship or installation within a period of _____ year(s) from the date of official acceptance of the project as complete, by the Trustees of the California State University or any Officer or Employee authorized to act on its behalf. The repairs or replacement shall be done without any expense whatsoever to the Trustees of the California State University, ordinary wear and tear and unusual abuse or neglect excepted. Within _____ days after being notified in writing by the Trustees of any defects in the work, we agree to commence and prosecute the work necessary with due diligence in order to fulfill the terms of this guarantee, and to complete the work within a reasonable period of time, and in the even of our failure to so comply, we, separately and collectively, do hereby authorize the Trustees of the California State University to proceed to have such work done at our expense and will honor and pay the costs thereof upon demand.

By: _____
Subcontractor or Supplier

Date: _____

By: _____
General Contractor

Date: _____

RECORDING REQUESTED BY OWNER:

CSU The California State University

WHEN RECORDED MAIL TO:

Campus Name
Department
Address
City, ST Zip

ATTN:

- SPACE ABOVE THIS LINE FOR RECORDER'S USE -
Exempt from fees pursuant to Gov. Code Section 27383

NOTICE OF COMPLETION

Notice pursuant to Section 3093 of the Civil Code must be filed within 10 days after completion.

The Trustees of the California State University, owners in fee on behalf of the State of California, address listed above, pursuant to Section 66606 of the Education Code, certify that the following contract work has been accepted as complete on _____, 20____, on the campus of: {state full campus name and address}

Contract Number, Project Number and Project Title:

Architect (or Engineer):

Address of Architect (or Engineer):

Name of Contractor:

Address of Contractor:

The contract was completed on a California State University Campus within or near the City of _____, County of _____, California, and the work is described as follows: {name of project and very brief description}

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

Date: _____

Name of Construction Administrator, Title

Verification

I am a representative of the Board of Trustees of the California State University, the owner of the aforementioned property described in this Notice, and I am authorized to make this verification for and on its behalf. I have read the foregoing Notice of Completion, and know the contents thereof, and certify on that ground that the facts stated in the foregoing document are true and correct.

Executed on _____ day of _____, 20____, at _____, California.

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

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

Name of Construction Administrator, Title (or Supervisor/
Procurement Manager)

The California State University

PROJECT No. _____

CONTRACT No. _____

DATE _____

PUNCH LIST

This is the PUNCH LIST prepared by the Inspector during the check inspection held on _____. All items on this PUNCH LIST MUST BE CORRECTED prior to acceptance of the contract.

[illegible]

cc: Construction Administrator
Inspector

Architect

Sheet of Sheets



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DESIGN & CONSTRUCTION SERVICES

Contractor's Daily Labor Log

Contractor: _____

Project Title: _____

Project No.: _____ Contract No.: _____

Date: _____ Superintendent: _____

Employee Name

Firm / Trade

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____

	I view this as NOT affecting time or cost		I view this as affecting time or cost
	The A/E was NOT consulted		The A/E was consulted

PROJECT _____

PROJECT NO. _____

CONTRACTOR _____

CONTRACT NO. _____

ARCHITECT _____

DATE _____

CORRECTION NOTICE

No. _____

To:

Date:

cc:

Subject:

Location:

Description:

By: _____
Name, Project Inspector of Record

Date: _____