



• UNION SCHOOL DISTRICT •

**RFP 2526-01  
REQUEST FOR PROPOSALS  
For**

**MULTI-USE ROOM AUDIOVISUAL  
SYSTEM MODERNIZATION**

Issued: September 11, 2025

**Submittal Due on or Before:**

September 30, 2025  
10:00:00 AM Pacific Standard Time

**Del Mar Union School District  
Business Support Services  
11232 El Camino Real, Ste. 100  
San Diego, CA 92130  
Attention: Marley Nelms**

Any questions related to this solicitation should be directed to:  
Marley Nelms, Director of Business Support Services  
[mnelms@dmusd.org](mailto:mnelms@dmusd.org)

## NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that the Del Mar Union School District (DMUSD) of San Diego County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive on or before **10:00:00 AM PST on Tuesday, September 30, 2025**, sealed proposals for the award of contract for the following:

### Request for Proposals for

**RFP 2526-01**

### **Multi-use Room Audiovisual System Modernization**

Such proposals shall be received in the District Office of Del Mar Union School District, Business Support Services Department, Attn: Marley Nelms, 11232 El Camino Real, Ste. 100, San Diego, CA 92130 and shall be opened at the stated time and place. **No faxed proposals will be accepted.** Each bid must conform and be responsive to the bid documents and include two (2) hard copies, and one (1) electronic copy of the proposal on a portable "thumb drive" containing all documents and deliverables.

All questions and requests for information or interpretation of proposal documents must be in writing and emailed to [mnelms@dmusd.org](mailto:mnelms@dmusd.org). **Questions are due no later than 10:00:00 AM Pacific Standard Time on Friday, September 19, 2025.** No other questions or requests for information will be accepted after this time and date. All addenda and clarifications will be posted online at <https://www.dmusd.org/Departments/Business-Services/Purchasing/Bid-Opportunities> by Wednesday, September 24, 2025.

**Mandatory Site Walk** will take place on September 17, 2025, at 8:30a.m. beginning at Torrey Hills School, 10830 Calle Mar De Mariposa, San Diego, CA 92130, with subsequent site visits to include all locations.

Each proposal must conform and be responsive to this Notice, the Proposal Instructions and Conditions, and all other documents related to this solicitation.

The District will engage in competitive negotiations with the requirements set forth in Public Contract Code Section 20118.2 (d). RFP documents are available online from Del Mar Union School District's website, Business Support Services: <https://www.dmusd.org/Departments/Business-Services/Purchasing/Bid-Opportunities>. Proposers shall be responsible for monitoring the website to obtain information regarding any revisions for this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

DMUSD reserves the right to reject any or all bids or parts thereof, to be the sole judge of the merits and qualifications of all bids, to waive any informality in a bid, not necessarily accept the lowest of any offered, and to extend the bidding period. Design, specifications, service, delivery, and quality may be considered when making selections.

No proposer may withdraw their proposal for a period of sixty (60) days after the date set for the opening of the proposals.

Notice: September 11, 2025, and September 18, 2025.

## INTRODUCTION

The Del Mar Union School District (DMUSD) is a district of thinking, inspiration, and impact. Our students experience a high-quality instructional core defined by strong academics and superb instructional practice. The District serves over 3,400 students across nine (9) K-6 elementary schools and is ranked as a top performing district in the state of California. Utilizing modern instructional methods, we aim to equip our students with the skills and confidence needed to thrive in an ever-evolving, technology-driven global landscape.

## BACKGROUND

The Del Mar Union School District is seeking proposals from qualified vendors with established manufacturer relationships to provide a turnkey solution for the replacement and upgrade of outdated or malfunctioning audiovisual equipment and systems across five (5) Elementary schools multi-use rooms. The objective is to upgrade technology, hardware, and software while ensuring seamless integration with existing audiovisual equipment and systems.

The audiovisual equipment and systems in these multi-use rooms fulfill various functions, including audio and video display for public meetings, assistive listening for the hearing impaired, student performances, and school-sponsored or parent-teacher club events.

A successful proposal will demonstrate “Best Value” while meeting and/or exceeding the requirements as outlined in this RFP. The successful proposal will meet the technical and general use requirements as outlined in this document.

### Exhibit A- Specifications

#### Submit with Proposal:

Appendix A- Pricing Worksheet

Appendix B- References

Appendix C- Proposal Submittal Form

Appendix D- Non-Collusion Declaration

Appendix E- Bid Bond

Appendix F- Tax Identification

Appendix G- Statement Regarding Maintaining A Drug Free Workplace

Appendix H- DIR Certification

Appendix I- List of Subcontractors

Appendix J- Workers' Compensation certificate

#### Submit after Contract:

Appendix K- Performance Bond

Appendix L- Payment Bond for Public Works

Appendix M- California Air Resources Board Compliance Form

Agreement Form

All questions and requests for information regarding this RFP should be directed to [mnelms@dmusd.org](mailto:mnelms@dmusd.org), with the subject of “**RFP 2526-01: Multi-use Room Audiovisual System Modernization**,” no later than September 19, 2025, by 10:00:00 a.m. Pacific Standard Time.

Responses to all questions will be available no later than , and posted on the District website at

<https://www.dmusd.org/Departments/Business-Services/Purchasing/Bid-Opportunities>.

It is the prospective bidder's responsibility to check the website for updates.

## **SCOPE OF WORK**

The selected vendor shall provide a turnkey solution for the procurement, installation, and integration of audiovisual (AV) systems across designated multipurpose rooms identified by Del Mar Union School District.

### **1. Assessment & Planning**

- Conduct an assessment of existing audiovisual equipment and infrastructure at each designated site.
- Attend mandatory site walks coordinated by the DMUSD Technology Department. Attendance will be verified through sign-in records.
- Provide recommendations for replacement, upgrades, and integration aligned with DMUSD Audiovisual Systems Standards.

### **2. Procurement, Removal & Installation**

- Contractor shall be responsible for the safe removal, disconnection, and proper disposal or recycling of all existing audiovisual equipment and related cabling as part of the project scope.
- Furnish and install audiovisual equipment as specified for each school site.
- Provide all necessary cabling, connectors, racks, mounts, speakers, microphones, projectors, displays, control systems, and ancillary equipment.
- Ensure integration with Owner Furnished Equipment (OFE) as listed in the standards document.
- Confirm proper rigging, electrical connections, and safety requirements (including redundant support and load ratings).

### **3. System Integration & Configuration**

- Configure AV systems to support:
  - Signal switching and processing
  - Collaboration displays and video conferencing systems
  - Wireless and wired presentation solutions
  - Assistive listening systems
  - Audio DSP, microphones, and loudspeakers
  - Control interfaces and programming per DMUSD specifications
- Coordinate with District Technology staff on AV network integration (IP addresses, VLANs, PoE budgets, streaming requirements).

### **4. Documentation & Deliverables**

- Submit a detailed project plan outlining tasks, timelines, and responsibilities.
- Provide as-built drawings including video schematics, audio schematics, network/control/power diagrams, rack elevations, and room layouts.
- Deliver operations manuals, system configuration files, and warranty certificates.

### **5. Training & Support**

- Provide training for up to ten (10) DMUSD staff per site. Training shall cover operation, configuration, troubleshooting, and system maintenance.
- Supply quick reference guides and video recordings of training sessions.
- Provide technical support agreements to cover warranty, software updates, and ongoing service.

### **6. Requirements**

- Compliance with AVIXA performance verification standards.
- Compatibility with DMUSD network, accessibility requirements, and ADA standards.
- Scalability to accommodate future upgrades.

- Warranty coverage of at least one year, with options for multi-year Service Level Agreements (SLAs).
- Conformance with applicable laws, codes, and regulations (e.g., NEC, ANSI/TIA, BICSI).

**/////END OF SCOPE OF WORK/////**

## **PROPOSAL CONTENTS**

**Proposers are required to submit three (3) hard copy proposals and one (1) electronic proposal (flash drive)**

**1. Letter of Interest**

- a. Include name of firm, address, telephone number, email address, type of firm (e.g. corporation) and name of primary point of contact. Letter must be signed by representative of firm with authorization to bind firm to contract.
- b. Firm information: Provide a brief history of firm, including number of years in business, location of business.

**2. Statement of Qualifications and Experience**

- a. Describe the firm's experiences since 2020 with similar work of this scope.

**3. Implementation Strategy and Timeline**

- a. Description of implementation strategy and suggested timeline.

**4. Technical Support, Maintenance and Warranty**

- a. Description of support, maintenance and warranty.

**5. Required Forms** (to be submitted with proposal)

- a. Appendix A- Pricing Worksheet
- Appendix B- References
- Appendix C- Proposal Submittal Form
- Appendix D- Non-Collusion Declaration
- Appendix E- Bid Bond
- Appendix F- Tax Identification
- Appendix G- Statement Regarding Maintaining A Drug Free Workplace
- Appendix H- DIR Certification
- Appendix I- List of Subcontractors

## PROPOSAL EVALUATION

All proposals will be evaluated for completeness and the vendor's ability to meet or exceed the RFP specifications. If awarded, a contract will be pursuant to the [California Public Contract Code 20118.2](#), which permits the District to competitively negotiate such contracts and consider more than simply price in awarding the contract. In this case, price will be one of the most heavily weighted factors; though the District will also consider the prospective vendor's ability to meet the minimum functional and technical requirements for the services as described in the RFP, as well as other relevant factors, including but not limited to performance reliability, standardization, warranties and customer support.

The criteria listed below are not necessarily an all-inclusive list. While price will be the most heavily weighted criterion, the order of appearance is not intended to indicate the relevance of importance. Once a vendor has been found responsive to the RFP requirements, a determination of award will be made based on the following considerations (not necessarily in order):

CRITERIA	POINTS
Costs, including installation, recurring, upgradeability, etc.	35
Implementation Strategy and Timeline	25
Technical Support, Maintenance, and Warranty	20
Quote preparation, thoroughness, and responsiveness to RFP requirements	15
References: the extent of positive experience with District and/or other Public Agencies in California (preferably in K-12)	5
<b>Total Points</b>	<b>100</b>

## LIST OF SCHOOLS

Site Name	Address
<b>Torrey Hills School</b>	13030 Ashley Falls Drive, San Diego, CA 92130
<b>Sycamore Ridge School</b>	5333 Old Carmel Valley Road, San Diego, CA 92130
<b>Ashley Falls School</b>	13030 Ashley Falls Drive, San Diego, CA 92130
<b>Carmel Del Mar School</b>	12345 Carmel Park Drive, San Diego, CA 92130
<b>Del Mar Hills Academy</b>	14085 Mango Drive, Del Mar, CA 92014

## **RFP SCHEDULE**

**RFP Advertisement Notices:**

September 11, 2025  
September 18, 2025

**Mandatory Site Walk:**

September 17, 2025, at 8:30 a.m. in the following order:

1. Torrey Hills School
2. Sycamore Ridge School
3. Ashley Falls School
4. Carmel Del Mar School
5. Del Mar Hills Academy

\*Proposers must attend all site walks, with the schedule shared at the first site walk location. Anticipated end 12:00 p.m.

**Questions Due:**

September 17, 2025, by 10:00:00 a.m. Pacific Time

**Final Addendum Posted:**

September 24, 2025

**Proposals Due:**

September 30, 2025, by 10:00:00 a.m. Pacific Time

**Anticipated Board Approval:**

October 8, 2025

## **VENDOR REQUIREMENTS, ADDITIONAL INSTRUCTIONS & INFORMATION TO PROPOSERS**

All submitted proposals must provide at a minimum, all requested information in this RFP. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the RFP requirements.

Del Mar Union School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

1. **PROPOSALS:** Each proposal shall be submitted on forms supplied by the DISTRICT. Each proposal shall conform and be responsive to District specifications. **Any portion not included, without prior district approval, could be the cause of elimination from the RFP process.** Proposer shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form. Any portions of the submitted RFP, which are to be treated by Del Mar Union School District as proprietary and confidential information, must be clearly marked as such. **Proposers are required to submit three (3) hard copy proposals and one (1) electronic proposal (flash drive).**
2. **BID SECURITY:** Each proposal/bid shall be accompanied by a certified or cashier's check payable to the District, or a satisfactory bid bond in favor of the District executed by the bidder as principal and an admitted surety approved to conduct business in the State of California as surety, **in an amount not less than ten percent (10%) of the maximum amount of the bid.** The check or bid bond shall be given as a guarantee that the bidder shall execute the contract if it be awarded to him in conformity with the contract documents and shall provide the surety bond or bonds as specified therein within five (5) days after notification of the award of the contract to the bidder.
3. **EXAMINATION OF CONTRACT DOCUMENTS:** These Instructions for proposers do not constitute a comprehensive statement of all requirements applicable to the Project; therefore, each proposer/bidder shall thoroughly examine and become familiar with the drawings, specifications, form of agreement, forms of the required bonds, insurance endorsements and other "Contract Documents" defined in the Form of Agreement. A bidder's failure to obtain and/or thoroughly examine any drawing, specification, form, instrument, addendum or other contract document, or to visit the site and become acquainted with conditions there-existing, shall not relieve the bidder from any obligations with respect to its bid or the contract. The submission of a bid shall be taken as a representation and warranty by the bidder that it has complied with the requirements of this Section. At no time after submitting a bid may the bidder dispute, complain, or assert that there were any misunderstandings with regard to the nature or amount of work to be done in connection with the Project.
4. **AGREEMENTS AND BONDS:** The Agreement form which the successful bidder, as Contractor, will be required to execute, and the forms and amounts of surety bonds which he will be required to furnish at the time of execution of the Agreement, will be included in the contract documents and should be carefully examined by the bidder. A Performance Bond and Payment Bond for Public Works will be required for this project. Bonds must be executed by an admitted Surety approved to conduct business in the State of California which meets the highest standards the District is legally permitted to establish.

The Payment Bond must be in the amount of 100 percent of the total amount payable, if it does not equal or exceed five million dollars (\$5,000,000) or more; 50% of the total amount payable, if it is \$5,000,000 or more and does not exceed ten million dollars (\$10,000,000); and 25% of the total amount payable if it exceeds ten million dollars. The Payment Bond must be executed by an admitted Surety approved to conduct business in the State of California which meets the highest standards the District is legally permitted to establish. The Payment Bond must be accompanied by the original or a certified copy of the unrevoked power of attorney or other appropriate instrument entitling or authorizing the person who executed the bond to do so.

5. **LISTING SUBCONTRACTORS:** As required pursuant to the Subletting and Subcontracting Fair Practices Act, each proposer/bidder shall submit with its bid a list of the names, license numbers, DIR registration numbers, and locations of the places of business of each subcontractor that will perform work or labor or render service to the bidder in or about the Project, or that, under subcontract to the bidder, will specially fabricate and install a portion of the work, in an amount in excess of one-half of 1 percent of the total amount of the bidder's bid. A bidder may not list more than one subcontractor for any one portion of the work. A bidder that fails to list a subcontractor for any portion of the work represents that it is fully qualified to and shall perform such work using its own forces. If the bid documents require the bidder to submit alternate bids and the bidder intends to use different or additional subcontractors for the alternates, the bidder must submit a separate list of subcontractors for each such alternate. A bidder shall submit the lists of subcontractors only on the form included in the bid documents.
6. **DISTRICT WAIVER OF PROPOSAL/BID IRREGULARITIES:** The District, in accordance with applicable law, may waive any minor irregularity or informality in any bid or in the bidding.
7. **PUBLIC WORKS PROJECT:** The Project is a "public work" and "public project" within the meaning of, and, therefore, is subject to, various provisions of the Public Contract Code, Labor Code, Civil Code, and other legal requirements applicable to public works and public projects. The Contract Documents include various provisions relating to public works and public projects as provided by law, and each bidder must thoroughly review and become familiar with the Contract Documents as described above in these Instructions for Bidders. However, the provisions of the Contract Documents are not comprehensive statements of all requirements of law applicable to public works and public projects, and each bidder so acknowledges by submitting a bid for the Project. In addition, by submitting a bid for the Project, each bidder represents and warrants that it is familiar and knowledgeable with respect to all requirements of law applicable to public works and public projects generally and to the Project specifically.
8. **REFERENCES:** Vendor shall supply a list of at least three (3) references school districts in the state of California for whom the Vendor has provided services to during the past five (5) years (2020-2025).
9. **QUALIFICATIONS:** Vendor shall be licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following classification: **C-7 Low Voltage Systems**.
10. **DIR REGISTRATION:** Vendor shall be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code Section 1725.5 for public projects that exceed \$25,000.
11. **CHANGES/CORRECTIONS/ADDENDUMS:** Changes or corrections may be made in the RFP documents after they have been issued and before the due date for receipt of proposals. In such a case, a written addendum describing the change or correction will be issued by the District to all Vendors of record. Such addendum shall take precedence of that portion of the documents concerned, and shall become part of the RFP documents. Addendums will be posted according the RFP timeline and can be viewed at:  
<https://www.dmusd.org/Departments/Business-Services/Purchasing/Bid-Opportunities>
12. **TYPEWRITTEN/WRITTEN IN INK:** All prices or notations must be typed or written in ink. Proposals written in pencil will not be accepted.
13. **ERASURES:** The proposal submitted must not contain erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or person signing the proposal.
14. **ALL COSTS INCLUDED:** All costs must be included in the bidder's proposal, including labor and costs of bonds. The proposer/bidder shall deliver, install, and provide training for use of the audiovisual system. These specifications are meant to outline the District's functional requirements

and are not meant to be an exhaustive list of services required to accomplish these requirements.

15. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.
16. **SIGNATURE:** The proposal must be signed in the name of the proposer/bidder and must bear the signature in longhand of the person or persons duly authorized to sign the proposal. In case a proposal is submitted by a corporation, it must be signed in the name of said corporation by a duly authorized officer or agent thereof.
17. **MODIFICATIONS:** Changes in or additions to the proposal, alternative proposals, or any modifications of the proposal and forms which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile machine, FAX, inclusive) modifications of any proposal submitted will be considered.
18. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as "Prime Facie" evidence of compliance with this section.
19. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time before the time at which proposals are due and the Request for Proposals is closed and, having done so, no bidder will be permitted to resubmit a proposal.
20. **AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
21. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's experience and organization availability for the performance of the contract.
22. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
23. **THE CONTRACT:** The proposer to whom the award is made shall be required to enter into a written contract with the District. These RFP specifications and the proposer's submission will be attached to, and become a part of, the final contract documents. The District makes no commitment in or by virtue of this RFP to purchase anything from any supplier. The receipt of any supplier's quotation shall not place the District under any obligation to award the agreement to that supplier.
24. **COOPERATIVE CONTRACTS OR CURRENT PIGGYBACKABLE BID OR CONTRACT AWARDS:** The District is seeking best value for product and services. Access to current piggyback bids or contracts, government contracts or cooperative purchasing agreements is desirable.
25. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and

state or federal laws, regulations or rules, then the latter shall prevail.

26. **SAMPLES:** Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.
27. **FEDERAL OR STATE REGULATIONS:** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
28. **ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned without the approval of the Board of Education.
29. **PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS:** The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.
30. **DELIVERY:** All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety. this should move up or a sentence move down.
31. **INABILITY TO PERFORM:** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:
  - a. The Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
  - b. The District may cancel the contract or purchase order, entirely or in part.
  - c. The Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of issuance by the District of a new purchase order or other written instruction.
32. **EQUAL OPPORTUNITY EMPLOYMENT:** Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and

regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

33. **GOVERNING LAW AND VENUE:** In the event of litigation, the bid documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in San Diego County.
34. **CONTACT WITH DISTRICT REPRESENTATIVES:** No business entity, including any agent of such entity, shall directly or indirectly contact any district staff or Board members immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity is deemed the successful bidder, the Board reserves the right to cancel any contract awarded.
35. **ARBITRATION:** All claims of \$375,000 or less which arise between the bidder and the District shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.
36. **RIGHT TO TERMINATE:** District reserves the right to terminate this Request for Proposal and all documents associated with the Request for Proposal, including but not limited to a Letter of Intent/Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to the Bidder/Contractor prior to termination.
37. **Criminal-History Background Checks:** Education Code section 45125.1, subdivision (a), requires that entities under contract with the District shall ensure that each employee who interacts with a student outside the immediate supervision and control of the student's parent or guardian, or of a District employee, shall have a valid criminal records summary as described in Education Code section 44237. Education Code section 45125.1, subdivision (c), authorizes the District to require compliance with the foregoing requirements with respect to employees in addition to those within the scope of Education Code section 45125.1, subdivision (a). Therefore, the Consultant and its Sub-Consultants shall comply in all respects with the requirements of Education Code section 45125.1. To the greatest extent permitted by law, the District may impose other requirement designed to protect students in connection with the performance of the Scope of Services. Any Consultant that is a sole proprietor shall have an immediate and affirmative duty to inform the District of such status so as to allow the District to comply with Education Code section 45125.1.
38. **BID PROTEST:** Any bid protest by any Bidder must be submitted in writing to the District before 2:00 p.m. of the third (3rd) business day following the Notice of Intent to Award notification.
  - a. The protest must contain a complete statement of any and all bases for the protest.
  - b. The protest must refer to the specific portions of all documents that form the bases for the protest.
  - c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
  - d. The protest must include the name, address and telephone number of the person representing the protesting party.
  - e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of

the protest.

- f. The bidder whose bid has been protested may submit a written response to the bid protest. Such a response shall be submitted to the District no later than 2:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such a response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
- h. A "business day", for purposes of this section, means a weekday during which the District's office is open and conducting business.

**39. MANDATORY JOB WALK:** Proposers are required to attend the Mandatory Site Walk as outlined in the RFP documents.

**40. SPECIFICATIONS:** Specifications are outlined in Exhibit "A."

**41. SCHEDULE OF WORK:** Order of completion of school site projects to be coordinated with the Chief Technology Officer upon contract award.

**42. FORMS REQUIRED TO BE SUBMITTED WITH PROPOSAL:**

- A. Appendix A- Pricing Worksheet
- B. Appendix B- References
- C. Appendix C- Proposal Submittal Form
- D. Appendix D- Non-collusion Declaration
- E. Appendix E- Bid Bond
- F. Appendix F- Tax Identification
- G. Appendix G- Statement Regarding Maintaining A Drug Free Workplace
- H. Appendix H- DIR Certification
- I. Appendix I- List of Subcontractors

**43. FORMS TO BE SUBMITTED UPON AWARD OF CONTRACT:**

Appendix J – Certification of Employee Background  
Appendix- K Workers Compensation Certificate  
Appendix- L Performance Bond  
Appendix- M Payment Bond  
Appendix- N California Air Resources Compliance Board (CARB) Form Agreement Form  
Additional Contract Documents (as required)



Del Mar Audiovisual Systems Standards Master

Format Division 274100

First Revision: April 7<sup>th</sup>, 2025  
Version 1.4

DIVISION 274100  
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VER SIO N #	IMPLEMENTED BY	REVISION DATE	APPROVED BY	APPROVAL DATE	REVISIONS/COMMENTS
1.0	Wesco	04.07.2025	TBD	TBD	First Revision
1.1	Wesco	04.09.2025	In Review	In Review	Minor revision
1.2	Wesco	04.25.2025	In Review	In Review	Minor revision
1.3	Wesco	05.20.2025	Final	Final	Final Revision
1.3	Wesco	5.28.2025	Additional ask	Final	Final

## SECTION 274100 - AUDIOVISUAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Division 1 Specifications, General and Supplemental Requirements apply to this section with additions and modifications specified herein.
- B. Instructions to Bidders, Bidding Forms, Forms of Agreement between Owner and Contractor, Contract Award Date, Starting and Completion Dates, Conditions of the Contract, Insurance Requirements, and other Owner Requirements will be furnished separately by the Owner. These documents, as well as any addenda issued, shall form a part of these Specifications, and this Contractor shall consult them in detail for instructions pertaining to his work.
- C. Each trade contractor shall receive all drawings and specification sections issued as part of the overall bid package. All contractors are to receive, review, and coordinate all of their work as shown or referenced on the other trade documents. All work shown or referenced on the other trade documents shall be included as part of the overall project scope for that particular discipline and trade.
- D. All other Division 27 Specifications.

#### 1.2 SUMMARY

- A. These specifications and accompanying drawings are intended to cover the furnishing of all labor, material, and equipment and superintendence of the Audiovisual (AV) Systems.
- B. It is the intent and purpose of this specification and accompanying drawings to cover and include each item, all materials, machinery, apparatus, and labor necessary to properly install, equip, adjust, and put into perfect operation the respective portions of the installations specified and to so interconnect the various items or sections of the work as to form a complete and properly operating whole.

- C. Any equipment, apparatus, machinery, material, and small items not mentioned in detail, and labor not hereinafter specifically mentioned, which may be found necessary to complete or perfect any portion of installation in a substantial manner, and in compliance with the requirements stated, implied or intended in these specifications shall be furnished without extra cost. This shall include all materials, devices, or methods peculiar to the machinery, equipment, apparatus, or systems furnished and installed as part of the AV Systems work.
- D. Drawings and this Section outline the performance requirements of the AV system. The Drawings are diagrammatic in nature and are meant to convey the performance intent of the system. Contractor shall develop a solution for each portion of the AV system and submit detailed shop drawings and product datasheets to indicate the proposed approach.
- E. The following major system components may be specified under this section:
  - 1. Signal Switching Transport
  - 2. Controllers and Control Interfaces
  - 3. IP encoders, decoders, PoE power supplies, and proprietary AV network hardware to support AV systems
    - a. Proprietary network hardware includes any AV device which has a network interface, is specific to the Audiovisual system being deployed and must be purchased through traditional AV distribution or suppliers.
    - b. All AV network switches, and other network controllers are to be Owner furnished, Contractor installed. Refer to Network coordination requirements below.
  - 4. Signal Processing Systems
  - 5. Signal Recording and Storage
  - 6. Cabling and Connectors
  - 7. Racks and Connection Panels
  - 8. Conference & Collaboration Displays
  - 9. Large Format Video Walls (LED & Flat Panel)
  - 10. Projectors and Projection Screens
  - 11. Collaboration Systems and Appliances
  - 12. Collaboration and Event Cameras
  - 13. Wireless Presentation System
  - 14. Wired and Wireless microphone system
  - 15. Assistive Listening System
  - 16. Loudspeakers
  - 17. Broadcast capture and transmission Systems

### 1.3 RELATED DOCUMENTS

- A. Division 1 Specifications, General and Supplemental Requirements apply to this section with additions and modifications specified herein.
- B. Instructions to Bidders, Bidding Forms, Forms of Agreement between Owner and Contractor, Contract Award Date, Starting and Completion Dates, Conditions of the Contract, Insurance Requirements, and other Owner Requirements will be furnished

separately by the Owner. These documents, as well as any addenda issued, shall form a part of these Specifications, and this Contractor shall consult them in detail for instructions pertaining to his work.

- C. Each trade contractor shall receive all drawings and specification sections issued as part of the overall bid package. All contractors are to receive, review, and coordinate all of their work as shown or referenced on the other trade documents. All work shown or referenced on the other trade documents shall be included as part of the overall project scope for that particular discipline and trade.
- D. All other Division 27 Specifications.

#### 1.4 DEL MAR SCHOOL DISTRICT GUIDELINES

- A. Every project that involves work with Operation Technology (Division 25, 27 and 28) shall follow guidelines specified in – “AVIXA Audiovisual Systems Performance Verification Guide.”
  - 1. Installers must obtain a copy of said document from DMTD or online via AVIXA website, read and understand its requirements. Any questions shall be submitted in writing to DMTD prior to commencement of any work via an approved communication channel.

#### 1.5 PRODUCTS FURNISHED BUT NOT INSTALLED UNDER THIS SECTION

- A. Products furnished but not installed under this section include:
  - 1. Loudspeaker rigging points
    - a. Contractor shall furnish all rated hardware and safety systems required to meet the manufacturer's required safety factor for overhead rigging and shall coordinate final rigging hardware requirements and locations with provided support steel.
    - b. Contractor shall coordinate the location of additional supplemental steel with related contractors prior to ordering rigging hardware and after approval of shop drawings indicating rigging system provided, aiming angles and coverage of the loudspeaker systems and method for servicing the rigging hardware.

#### 1.6 PRODUCTS INSTALLED BUT NOT FURNISHED UNDER THIS SECTION

- A. No products have been identified to be installed but not furnished.
- B. Products installed but not furnished include all Owner Furnished Equipment (OFE) items which shall be configured and installed as part of a complete and working system as identified in the section summary.
- C. Refer to the 274100 Appendix A – Audiovisual Systems Equipment list for equipment identified as OFE.

- D. All Owner Furnished Equipment, with the exception of Room PCs imaged with Owner's standard user desktop profile, shall be maintained as part of the labor portion of the system warrantee.
  - 1. Contractor shall assist in initial troubleshooting of Owner Furnished Equipment and if necessary, manage the equipment replacement process within the existing manufacturer warrantee period.
- E. New OFE Items
  - 1. Contractor shall take receipt of any new equipment procured by the Owner for this project, including Room PCs, Mini PCs, CATV Tuners, etc. as indicated in the Audiovisual Systems Equipment list.
    - a. If necessary for shop fabrication and testing, Contractor shall take receipt of equipment at Contractor's system staging location and transport the complete AV assemblies to the project site.
- F. Existing OFE Items:
  - a. No existing OFE items have been identified for this scope of work.
  - b. Contractor shall include demounting and packaging of equipment, transport to the project site and if necessary, to accommodate move out and move in schedule offsets, store equipment in Contractor's secure facility.
  - c. Summary of existing systems
    - 1) AF – Wall mount on the south wall. Contractor to provide suitable speaker solution.
    - 2) DM Hills – Wall mount on the north wall. Contractor to provide suitable speaker solution.
    - 3) CDM – Wall mount on the west wall. Contractor to provide suitable speaker solution.
    - 4) SR – Wall mount on the north wall. Contractor to provide dual speaker solution.
    - 5) TH – Wall mount of the north wall. Contractor to provide dual speaker
  - 2. Prior to installation (rack fabrication or onsite), Contractor shall test all Existing OFE items and provide a list of any items found defective with costs to replace or repair as necessary. Contractor shall provide any available options and costs to extend existing manufacturer warranties to match the system warrantee period.

#### 1.7 WORK NOT INCLUDED IN SCOPE

- A. Contractor shall coordinate with associated trades providing all work outside of this scope which may be necessary for a complete and working system.
- B. Work not included in scope includes:
  - 1. AV empty conduit, junction boxes, floor boxes, poke-thrus, jhooks, and other pathways for AV low voltage cabling unless otherwise specified in this section.
  - 2. Display in-wall boxes.
  - 3. Power receptacles supporting AV equipment.

4. AV furniture including tables, lecterns, and credenzas
5. Table hatches or table connectivity enclosures
  - a. Contractor to coordinate and provide all hatch and enclosure faceplates, connectors, and cabling.
6. Architectural or event lighting control interfaces
  - a. Contractor to coordinate and provide all cabling between AV and lighting controllers.
7. Owner network horizontal cabling and ports between an AV device and the Owner's IDF/MDF/Network rack.
  - a. Contractor to coordinate and provide all patch cabling between Owner network drop termination points and AV devices including.
    - 1) Includes patch cabling run in glass front extrusions for use with room scheduling devices.
  - b. Contractor to coordinate and provide all network drops between AV devices or between an AV device and contractor provided network switch.

#### 1.8 PRICE PROCEDURES

- A. Unit Pricing
  1. Contractor shall provide unit and system pricing as part of their bid submission and maintain unit pricing throughout the contract term.
- B. Alternates
  1. Alternate pricing to be provided as the cost delta (add or deduct) to the base scope of work.

#### 1.9 LAWS, REGULATIONS AND CODES:

- A. Perform all work in strict compliance with all laws, regulations, and/or codes applying, including all Federal, State, and local codes and any other authority having jurisdiction. Wherever drawings or specifications conflict with such regulations they shall be made to conform, and approval of the Design Professional obtained on such changes as may be involved.
- B. All electrical and telecommunications work shall comply with the requirements of the National Electrical Code, latest accepted revision.

#### 1.10 PERMITS, FEES, AND CERTIFICATES OF APPROVAL:

- A. Unless stated otherwise in General Conditions or Division 1, obtain, and pay for all permits, fees, and licenses required, including those of utilities and Agencies. Provide copies to Design Professional in the quantity requested. "Fees" shall include connection charges

construction costs, and other such charges by utility companies or service providers. Ascertain such charges during bidding period and include bid price.

## 1.11 REFERENCES

- A. The publications list below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.
- B. Specific reference in specifications to codes, rules, regulations, standards, manufacturer's instructions, or requirements of regulatory agencies shall mean the latest printed edition of each in effect at the date of contract unless the document is shown dated.
- C. Conflicts:
  - 1. Between referenced requirements: Comply with the one establishing the more stringent requirements.
  - 2. Between referenced requirements and contract documents: Comply with the one establishing the more stringent requirements.
- D. References:
  - 1. General: The system shall comply with all applicable codes, ordinances and standards as interpreted and enforced by the local authority having jurisdiction.
  - 2. Avixa (Audiovisual and Integrated Experience Association, previously InfoComm) standards including:
    - a. Display Image Size for 2D Content in Audiovisual Systems
    - b. Cable Labeling for Audiovisual Systems
    - c. Audio Coverage Uniformity in Listener Areas
    - d. Standard Guide for Audiovisual Systems Design and Coordination Processes
    - e. Projected Image System Contrast Ratio
    - f. Audiovisual Systems Energy Management
    - g. AV Systems Performance Verification
    - h. Audio, Video and Control Architectural Drawing Symbols Standard
    - i. Electronic Symbol Files - Audio, Video and Control Architectural Drawing Symbols
  - 3. American Society for Testing and Materials (ASTM)
  - 4. ANSI standards including:
    - a. ANSI/TIA/EIA-568-B.1 Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
    - b. ANSI/TIA/EIA-568-B.3 Commercial Building Telecommunications Cabling Standard, Part 3: Optical Fiber Cabling Components Standard
    - c. ANSI/TIA/EIA-569-B Commercial Building Standard for Telecommunications Pathways and Spaces
    - d. ANSI/TIA/EIA-606-A The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
    - e. J-STD-607-A Commercial Building Grounding and Bonding Requirements for Telecommunications
    - f. ANSI/TIA/EIA-526-7 Measurement of Optical Power Loss of Installed

- g. Single-Mode Fiber Cable Plant  
ANSI/TIA/EIA-526-14A Measurement of Optical Power Loss of Installed Multimode Fiber Cable Plant

- 5. BICSI -- Telecommunications Distribution Methods Manual
- 6. BICSI -- Cabling Installation Manual
- 7. Underwriters Laboratories Listed, UL Certified
- 8. National Electrical Code Articles 770 and 800.
- 9. NFPA 780 - 2005 or newer.
- 10. RUS Standards (formerly REA)
- 11. Local State Uniform Fire Prevention and Building Code.
- 12. Local State Department of Labor Rules and Regulations
- 13. Local State Department of Health
- 14. Code of Federal Regulations (CFR) [Telecommunications] Title 47 Part 90
- 15. Code of Federal Regulations (CFR) [Telecommunications] Title 47 Part 15

## 1.12 DEFINITIONS

### A. Project Team

- 1. Owner: Del Mar School District
- 2. Architect: N/A
- 3. Design Professional: N/A

- a. The Design Professional, or Consultant, is the designer of record for the audiovisual systems retained by the Owner to perform design services for the project.

### B. The following definitions of terms supplement those of the General Requirements and are applicable to all portions of the 274100 scope of work.

- 1. Provide: As used herein shall mean furnish, install, and test complete.
- 2. Infrastructure: As used herein shall mean cable, conduit, and raceway with all required boxes, fittings, connectors, and accessories; completely installed.
- 3. Work: As used herein shall be understood to mean the materials completely installed, including the labor involved to meet the design intent.

### C. As used in the Documents for the Work, certain non-technical words and phrases shall be understood to have specific meanings as follows, regardless of indications to the contrary in the General Conditions or other documents governing the Work.

- 1. "Furnish" – Purchase and deliver to the project site complete with every necessary appurtenance and support, all as part of the Work. Purchasing shall include payment of any surcharges as may be required to assure that purchased items are free of all liens, claims, or encumbrances.
- 2. "Install" – Unload at the delivery point at the site and perform every operation necessary to establish secure mounting and correct operation at the proper location in the project, all as part of the Work.
- 3. "New" – Manufactured within the past year and never before used.

### D. Regardless of their usage in codes or other industry standards, certain words or phrases as used in the Documents for the Work, shall be understood to have the specific

meanings as ascribed to them in the following list:

1. "As indicated" – As shown on, and/or in accordance with, the Documents.
  2. "Circuit" – Any specific run of circuitry.
  3. "Circuitry" – Any Work which consists of wires, cables, raceways, and/or specialty wiring method assemblies complete with associated junction boxes, pull boxes, outlet boxes, joints, couplings, splices, and connections except where limited to a lesser meaning by specific description.
  4. "Concealed" (as applied to circuitry) – Covered completely by building materials, except for penetrations (by boxes and fittings) to a level flush with the surface as necessitated by functional or specified accessibility requirements.
  5. "Documents" – The term "Documents" means all security and security related drawings, specifications, and associated sketches, details, riser diagrams, Owner guidelines etc.
  6. "Exposed" (as applied to circuitry) – Not covered in any way by building materials.
  7. "Patch Panel" – A system of terminal blocks, patch cords, and backboards that facilitate administration of cross-connecting cables.
  8. "Raceway" – Any pipe, duct, extended enclosure, or conduit (as specified for a particular system) which is used to contain wires and which is of such nature as to require that the wires be installed by a pulling in procedure. Where the word "conduit" is used without specific reference to type, it shall be understood to mean "raceway".
  9. "Relocate existing" – Remove existing item from present location. Reinstall, re- connect, and test existing item and make ready for use at new location as indicated.
  10. "Remove existing" – Remove existing item and return item to Owner.
  11. "Replace" – Remove existing item and return item to Owner. Provide new item as indicated.
- E. The term "Coordinate" means that Contractor will, while providing this scope of work or specific task, communicate, cooperate and collaborate with all associated trades, vendors and project team members whose products and services have a direct impact on the ability of contractor to deliver this scope. Coordination includes communicating, cooperating, and collaborating to organize the scheduling and performance of the scope of work. Contractor will inform the Owner of occurrences in which any responsibly party fails to communicate, cooperate, or collaborate with Contractor relating to the performance of the scope of work.
- F. Abbreviations and Acronyms
- |    |       |  |
|----|-------|--|
| 1. | ANSI  | American National Standards Institute                                |
| 2. | AFF   | Above Finished Floor   |
| 3. | AHJ   | Authority Having Jurisdiction  |
| 4. | ARC   | Aluminum Rigid Conduit   |
| 5. | AWG   | American Wire Gauge  |
| 6. | AV    | Audio / Visual, audiovisual, audio visual                            |
| 7. | AVIXA | Audiovisual and Integrated Experience Association, formerly InfoComm |
| 8. | BAS   | Building Automation Systems  |

9.	BTU	British thermal Unit
10.	DMTD	Del Mar Union School District Technology
11.	DMUSD	Del Mar Union School District
12.	°F	Degrees Fahrenheit
13.	ft	Feet
14.	EMT	Electrical Metallic Tubing
15.	FT	Fiber Transceiver
16.	GbE	Gigabit Ethernet
17.	GRC	Galvanized Rigid Conduit
18.	HTML	HyperText Markup Language
19.	DMTD	Del Mar School District Information Technology
20.	DMUSD	Del Mar School District
21.	Hz	Frequency in Hertz (k = kilo, M = Mega, G = Giga)
22.	ID	Inside Diameter
23.	in	Inch
24.	lbs	pounds
25.	IMC	Intermediate Metallic Conduit
26.	IP	Internet Protocol
27.	ISO	International Organization for Standardization
28.	LAN	Local Area Network
29.	MAC	Media Access Control (Address)
30.	Mbps	Megabits per second
31.	NEC	National Electrical Code
32.	NEMA	National Electrical Manufacturing Association
33.	OD	Outside Diameter
34.	PM	Project Manager
35.	PoE	Power-over-Ethernet protocol
36.	PVC	Polyvinyl Chloride
37.	RNC	Rigid non-metallic conduit
38.	RU	Rack Unit
39.	SNMP	Simple Network Management Protocol
40.	TCP	Transmission Control Protocol
41.	TIA	Telecommunications Industry Association
42.	TGB	Telecommunications grounding busbar
43.	TIA	Telecommunications Industry Association
44.	TMGB	Telecommunications main grounding busbar
45.	TR	Telecommunications Room
46.	UPS	Uninterruptible Power Supply
47.	UL	Underwriters Laboratories
48.	VLAN	Virtual Local Area Network
49.	VoIP	Voice over Internet Protocol
50.	VPN	Virtual Private Network
51.	WAN	Wide Area Network

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52.     WLAN                    Wireless Local Area Network

1.13 RECORD DRAWINGS:

- A. During construction keep an accurate record of all deviations of the work as shown on the drawings and that which is actually installed.
- B. Secure from the Design Professional a complete set of prints of the AV drawings and note changes thereon. Make a complete record in a neat and accurate manner, of all changes and revisions to original design which exist in completed work, in the file format originally received.
- C. The cost of furnishing above drawing files and preparing these record drawings shall be borne by the Contractor. When all revisions showing the work as finally installed are made, the corrected prints and drawings files shall be submitted for review and approval by the Design Professional.
- D. Record drawings in both PDF and CAD formats shall be delivered to Owner within 30 days after acceptance of completed project by Owner.

1.14 OPERATING INSTRUCTIONS:

- A. Provide to the Owner three bound copies and a single PDF with bookmarks of complete written instruction on the operation, care and maintenance of each piece of equipment and the installation as a whole. Include frequency of inspection, cleaning and adjusting and other attention as may be required in accordance with manufacturer's instructions. Material shall be manufacturer's brochures, catalog cuts, parts lists, wiring diagrams, etc. Also supply Owner with three complete sets of approved shop drawings.
- B. Furnish qualified personnel to instruct the Owner's personnel in the maintenance and operation of all equipment and systems. Instructing personnel shall remain on the job continuously during working hours until such instruction is complete, but not less than 16 hours.

1.15 PERFORMANCE REQUIREMENTS

- A. Provide a complete, fully functional installation of the AV System and associated components including:
  - 1. Engineering and installation services aligning to the published project schedule.
  - 2. Coordination with the Owner, Architect, Design Professionals, General Contractor and all associated trades.
  - 3. Creation, submission, and revision to the point of receiving approval of an AV Systems Submittals package.
  - 4. Equipment procurement.
  - 5. Equipment delivery to the site and removal of all trash.
  - 6. Provide all installation tools and materials necessary to complete all equipment installation tasks including ladders, scaffolding and lifts.
  - 7. Equipment installation.
  - 8. Systems setup, configuration, and commissioning.
  - 9. Systems demonstration to Owner and Design Professional.

10. Remediation of any systems identified by Owner and Design Professional as not meeting published equipment specifications or the requirements as set out in this scope of work.
11. As-built documentation.
12. End User Training.
13. AV Systems Warrantee.

B. Demolition

1. Following the scope areas and descriptions detailed in the TA drawing set, Contractor will demount, protect and store onsite any functioning audiovisual equipment schedule for reuse.
2. Any equipment schedule for permanent demolition shall be removed and e-waste recycled by Contractor.
3. Any equipment scheduled to remain and protect in place to be provided with a protective cover to avoid damage during demolition or construction. If the General Contractor determines that the audiovisual systems or infrastructure cannot be protected in place, the Contractor shall demount, protect and store onsite for reuse and reinstallation as part of this scope of work.

C. Provide all equipment accessories, manuals, mounting hardware, remotes and other ancillary pieces furnished by the manufacturer but not required for installation.

D. Provide all AV low-voltage cabling, connectors, connector plates, patch bays and patch cables.

1. Confirm cable types and verify required length of all installed and portable premanufactured cables and assemblies prior to order.

E. Terminate and test all AV low-voltage field connections.

1. Provide all connectorized plates, connectors, cable labels and plate labels.
2. Confirm finish of all plates and labels with Design Professionals.

F. Install and configure Owner Furnished Equipment.

G. Confirm color selection of all exposed AV equipment with Owner prior to order.

H. Confirm required openings, recesses and mounting locations of all AV equipment to meet manufacturer's requirements. Verify onsite prior to completion of wall framing and electrical rough-in.

I. Contractor to include manufacturer onsite oversight labor including commissioning services and end user training for any systems which Contractor does not have staff with relevant manufacturer training and any available manufacturer certifications.

- J. Provision all video conferencing, wireless presentation and other collaboration hardware endpoints with Owner's network and collaboration system registration information.
- K. Coordinate AV equipment blocking requirements with the General Contractor prior to installing AV equipment.
  - 1. All wall or ceiling mounted equipment to be provided with hardware sized for a 5:1 safe working load limit.
  - 2. All ceiling mounted equipment to be provided with a safety cable or redundant support system attached to building structure and sized for the equipment in accordance with the equipment manufacturer's requirements.
- L. Install all AV rack hardware including rack bases and wall supports.
  - 1. Confirm that all AV rack locations will allow proper clearances.
  - 2. Coordinate with the General Contractor location of all AV rack power receptacles, data jacks, CATV jacks and empty AV low voltage junction boxes.
  - 3. Confirm sufficient heat exhaust and cooling systems have been provided to meet systems demand loads.
  - 4. Request of the General Contractor a normally-closed fire alarm mute contact for all event systems as identified in the Audiovisual Drawings.
  - 5. Provide rack hardware, cable management hardware and rack accessories as necessary to meet rack and equipment manufacturer recommended configurations.
- M. Provide all necessary copper and fiber patch cables for making all device interconnections. Patch cable type and color shall be coordinated with the structured cabling package to match project standards.
- N. Provide an AV equipment network coordination submittal for Owner completion. Configure all AV equipment with the confirmed network settings and test operation on the Owner network.
- O. Loudspeakers
  - 1. Coordinate location of all wall and ceiling speaker systems including location of low voltage and power infrastructure.
  - 2. Review all ceiling speaker mounting conditions and provide ceiling speakers with a tile bridge or other relevant manufacturer support system.
  - 3. Where indicated in the specification, paint all exposed speaker grills with a custom color as confirmed by Owner.
- P. Furniture
  - 1. Coordinate with furniture providers all AV equipment installation requirements including cutout sizes, connector/plate openings, wiring openings, raceways, methods of affixing cables and equipment.
    - a. All equipment and cabling shall be installed in a neat and professional manner with the intention of limiting visibility of supporting hardware and cabling.

- b. All table cabling shall be secured to the table or hidden in a plinth, cloth wrap or articulating cable manager.
- 2. For all technical furniture provided under this scope of work, coordinate equipment layouts, and finishes with Owner and Design Professional prior to ordering.

Q. Wireless Systems

- 1. Coordinate wireless frequency selection based on a site survey and relevant government agency requirements. Address any wireless channel conflicts prior to equipment ordering.
  - a. For meeting or event space wireless microphone and in-ear monitor systems, provide the Owner with a system capable of adjusting wireless frequency as necessary to maintain reliable system operation in the installed environment.
- 2. Coordinate placement of wireless antennas and provide antenna splitting, combining and amplification as necessary to operate within manufacturer required signal strength ranges.

R. Control Systems

- 1. Coordinate with the General Contractor the location of all external system interfaces including lighting, shades, occupancy, BMS as required.
  - a. Provide cabling between AV controllers and external system interfaces.
- 2. Provide custom AV control system code development as necessary to operate all AV equipment user controls per specification.
  - a. Manage a control interface confirmation process with Owner and Design Professional as outlined in the AV submittal requirements.
  - b. Provide control code hooks for remote monitoring integration into the Owner's existing audiovisual equipment management platform.
    - 1) Provide any licenses required at the local audiovisual controllers provided under this scope of work to communicate with the Owner's remote monitoring platform.
- 3. Configure all digital signal processors, content management systems, scheduling systems and other processor-based platforms to optimize to the spaces and systems being served.

## 1.16 QUALITY ASSURANCE

- A. Comply with the requirements of the following codes and/or standards:
1. ANSI.
  2. ANSI.
  3. UL.
  4. NEMA.
  5. NFPA.
  6. NEC.
  7. IBC 2009.
  8. BICSI.
  9. ANSI/TIA 568-D Series.
  10. ANSI/TIA 569-E.
  11. ANSI/TIA 606-C.
  12. ANSI/TIA 607-D.
- B. All packaged equipment shall be independently Third Party labeled as a system for its intended use by a Nationally Recognized Testing Laboratory (NRTL) in accordance with the OSHA Federal Regulations 29CFR1910.303 and .399, as well as NFPA Pamphlet #70 and National Electric Code (NEC), Article 90-7.
- C. The contractor shall be certified by the manufacturer of the products, adhere to the engineering, installation, and testing procedures, and utilize the authorized manufacturer components and distribution channels in provisioning this Project.
- D. All members of the installation team shall be certified by the manufacturer as having completed the necessary training to complete their part of the installation. Resumes of the entire team shall be provided along with documentation of completed training courses. Submit resume and copy of technician's license including:
1. A Technical resume of the Contractor's Project Manager and Field Supervisor documenting a minimum of five (5) years of experience installing similar size projects.
  2. Matching documentation for any Sub-Contractor who will assist the Contractor in performance of this work.
- E. All hardware, software, firmware, and/or operating system requirements given are the minimum requirements. The Contractor's product shall meet or exceed these requirements. The product selected shall meet the operational, functional, and performance requirements specified herein. Additionally, due to the rapid advancement and antiquation of technology related products, the supplied product shall be the "contemporary technical equivalent" of that specified. "Contemporary technical equivalent" shall be based on a comparison of technology at the time of publication of specification to the technology at the time of the first product submittal. Final product approval is at the sole discretion of the Owner.
- F. Manufacturer: Where Contractor has the ability to select a preferred manufacturer for items not specifically covered in the Appendix A Audiovisual Systems Equipment list, the manufacturing company selected shall have a minimum of five years of experience in producing the products.

## 1.17 SUBMITTALS

- A. Contractor must receive approval from the Owner or Design Professional of a submittal before procuring equipment or performing services related to the submittal.
- B. All submittals shall be provided in electronic format unless requested in paper as noted below.
  - 1. If requested by owner, provide one full size paper submittal.
  - 2. Confirmation of the submittal schedule and submission format must be obtained by Owner prior to creating individual submissions.
- C. Revised submittals shall include clouding or other method to indicate revisions since the prior submission.
- D. Project Status Report
  - 1. A project status report shall be sent to the Owner and Design Professional weekly starting within two weeks of award. The project status report shall be used as the basis for Contractor coordination meetings and shall include:
    - a. Team member contact information
    - b. Project overall schedule
      - 1) Highlight changes to the schedule since last issuance
      - 2) Identify critical schedule items
      - 3) Identify opportunities to improve on the current schedule
    - c. Action items from prior coordination meeting and status of each item
    - d. Installation schedule and status for each unique space or system in the project.
    - e. Outstanding Owner coordination items.
    - f. Outstanding Design Professional coordination items.
    - g. Change Order Status
    - h. Submittal Approval Status
- E. Within five business days of award, submit an installation schedule including major milestone dates for construction phasing based on overall project construction schedule (along with separate phases where applicable), system and device configuration, testing and training. Include the following milestones:
  - 1. Separate milestones for each submittal.
  - 2. Signage content and system configuration coordination session.
  - 3. Required date for receipt of all OFE equipment per project phase or equipment type.
  - 4. Required data for receipt of any Owner furnished signage content
  - 5. AV project manager onsite.
  - 6. Delivery of all Furnished but not Installed equipment to site
  - 7. Cable pulls start and complete
  - 8. Mount and speaker installation start and complete
  - 9. Equipment installation start and complete

10. Systems configuration and testing start and complete
  11. Systems ready for checkout, punch list, and final acceptance.
  12. Owner training
  13. As-built submission
- F. Within 30 business days of award submit an AV infrastructure review memo confirming infrastructure shown on the AV, Architectural, Telecom, Mechanical and Electrical design packages meets AV equipment installation requirements or identifying specific adjustments necessary to support the specified AV equipment.
1. Verify AV conduit sizing and pathways
  2. Verify architectural recesses and ADA clearances
  3. Verify data drops to support AV network connectivity
  4. Verify AV power receptacles and multi-discipline shared services device requirements (in-wall boxes, floor boxes, poke-thrus.
  5. Verify AV enclosure cooling/exhaust
  6. Verify ceiling device layouts and clearances, projector, and projection screen orientation
- G. Qualifications: The Contractor shall submit qualification data sheets for firms and persons as specified in the "Quality Assurance: section of this specification to demonstrate their capabilities and experience.
- H. The Contractor shall coordinate with the site during the site walk to confirm measurements of the space and gather all needed information to bid.
- I. Submit proposed product data sheets: The Contractor shall submit catalogue cut-sheets that include manufacturer, trade name, and complete model number for each product specified or selected for use in the project.
1. Model number shall be highlighted to indicate exact selection per system type.
  2. Product data sheets shall be organized with separate folders per system type with a master equipment list broken into three sections:
    - a. System types and quantities of systems
    - b. Equipment and equipment quantities per system type
    - c. Master project equipment list and quantities
  3. Confirm manufacturer master quote numbers and the accuracy of the master quotes against the specified equipment.
- J. Submit shop drawings detailing proposed system architecture and interconnectivity.
1. All shop drawings sheets shall be sized to match the project architects drawing format.
  2. Shop drawings shall include the following drawing information.
    - a. Scaled floorplans indicating the area of work and room types.
    - b. Enlarged plans indicating equipment locations, mounting requirements, clearances, infrastructure requirements, and cable routing.
      - 1) Provide projector and projection screen throw distance calculations.

- 2) Provide display elevations and sections.
  - 3) Provide loudspeaker coverage area.
  - 4) Provide microphone coverage area.
  - 5) Identify any details which do not meet minimum ADA clearance requirements.
  - 6) Identify equipment centerline coordinated with furniture and main display wall.
- c. Device details indicating mounting requirements for each unique equipment type in the project.
- 1) All overhead equipment details must identify the safe working load and manufacturer provided safety hardware. Where a custom mounting detail is required using fabricated components or components provided by multiple manufacturers a structural detail, reviewed and stamped by a Structural Engineer license in the project state, must be provided.
  - 2) Copies of manufacturer cut sheet details shall not be considered sufficiently coordinated.
- d. Rack elevations and mounting details with clearances and infrastructure requirements
- e. System flow diagrams with cable labels, transport protocols, and corresponding cable schedule indicating wiring interconnections between all AV devices and Owner's network.
- 1) Refer to Division 27 specifications for cable labeling standards
- f. Wiring termination details.
- g. Panel details showing all prefabricated and custom connector panels, connector types, labels and required backbox.
- h. Technical Furniture details indicating the location, required openings and cable management of all AV equipment in furniture and millwork regardless of what scope the furniture is provided under.

#### K. Control Systems

1. Owner or Design Professional approval of all Control Systems submittals is required prior to installation. Failure to secure approval shall not be grounds for project schedule delay or Contractor change order.
2. Submit button panel layouts with labelling/engraving and sequence of operations.
3. Submit audio DSP configuration files.
4. Submit an initial and up to two revised set of touch panel user interface submittals.
  - a. Contractor shall lead a user interface review session with Owner and Design Professional prior to start of touch panel user interface design. Contractor shall provide up to three design samples in advance of the user interface session for Owner and Design Professional review.
  - b. User interface layouts shall follow the best practices laid out in the AVIXA *Dashboard for Controls*

- c. The overall user interface design process shall reflect the current draft Avixa UX 701.01 *User Experience Design for AV* recommendations
  - d. User interfaces shall include the following basic features:
    - 1) Control of all local AV equipment addressable parameters required during the specified use cases.
    - 2) Call controls, transport controls, source selection, volume controls as appropriate.
    - 3) Standard controls formatted to match industry standard applications (knobs, sliders, buttons, interactive menus, etc.)
    - 4) A password protected advanced section allowing for control of individual device parameters (power, channel level controls, input selection, etc.)
    - 5) Utilize stock manufacturer pages and capabilities where possible. Custom scripting shall be avoided unless where required as part of this specification.
5. If a third-party programmer is used, coordinate with and support the work of the assigned third-party programmer including:
- a. Meet with the third-party programmer to coordinate deliverables, installation and commissioning schedule.
  - b. Provide submittals for review and comment by the third-party programmer
  - c. Review the user interface wireframe reports and confirm hardware and wiring configuration will support the user interface requirements.
  - d. Load the third-party program and confirm control system input and output functions.
  - e. Troubleshoot control system hardware communication paths and validate all control system integrations are functioning with the equipment and systems included in this scope of work as well as any other building integrations tied to these systems (lighting, shades, temperature, occupancy, etc.).
  - f. Attend Owner and Design Professional system demonstration and punch-list sessions.
- L. Network Coordination Submittal
1. Following the DMTD network access request process, submit a detailed list of all network enabled AV devices detailing:
- a. MAC address
  - b. IP Address (for Owner to complete)
  - c. Subnet (for Owner to complete)
  - d. Wired and Wireless VLANs

- e. DHCP requirement
  - f. Multicast/Unicast streaming requirements
  - g. PoE device requirements and power budget
  - h. Required port counts per AV enabled room
  - i. Required port counts per supporting AV rack room or IDF
  - j. Unique network requirements including firewall exceptions, port forwarding and Qos
2. Lead an AV network coordination session with the Owner and Design Professional to confirm overall project AV network requirements and set a schedule for completion and return of the Network Coordination Submittal by the Owner.

M. Owner Training Plan

1. Identify specific systems to be trained on and training durations.
2. Identify required project stakeholders.
3. Identify training status and provide training sign-off sheets.
4. Provide training materials and user one-page operations sheets for each system types.

N. Operations and Maintenance Manuals:

1. This Section requires complete documentation of the AV System for the purpose of system operation and maintenance during and after the Warranty period. It is intended that the operation and maintenance manuals be exhaustive in the coverage of the system to the extent that they may be used as the sole guide to the troubleshooting, identification, and repair of defective parts. All documentation, as described here-in shall be submitted to the Owner for approval sixty (60) days prior to final submission.
2. Scope: These manuals shall include basic wiring diagrams, schematics, and functional details such that any component, wire, or piece of equipment in the system may be easily identified by going to the actual equipment and making reference to this manual. It is required that everything in the system be neatly labeled and easily identifiable. Every terminal, wire, component, or piece of equipment, and other such items shall have a number or letter designation. All of these identification characteristics shall be included in the maintenance and operation manuals.
3. The maintenance manual requirement of this Section is in addition to Shop Drawing requirements. Maintenance manuals and Drawing sets shall be compiled after system fabrication and testing and shall incorporate any changes made after Shop Drawing submittal. The maintenance manuals and drawing books shall be permanently bound in hard plastic covers.
4. Maintenance Manuals, Manufacturer's Literature: Provide manufacturer's standard literature, covering all equipment included in the system. The maintenance manuals shall contain specifications, adjustment procedures, circuit schematics, component location diagrams, and replacement parts identification. All references to equipment not supplied on this Project shall be crossed out.
5. System Administrator Documentation: This documentation shall provide complete information on the configuration, business rules, operation, maintenance, and trouble-shooting of the system.

O. Testing Plan

1. Review the "AVIXA Audiovisual Systems Performance Verification Guide" document follow the guidelines provided within the abovementioned document and submit a systems testing and verification plan, matching specific project room types and capabilities provided, for approval by Owner and Design Professional.
2. The approved Testing Plan shall be completed and provided to the Owner and Design Professional prior to commencement of Owner testing and punch list efforts.

P. As-Built Documentation

1. Submit an updated version in CAD and PDF formats of all submittals revised to match installed conditions.
2. Submit the native version of all drawings, uncompiled control programs, digital signal processing and other systems configuration files.

Q. Warranty

1. Within 30 business days of award, provide a summary of the systems warranty including all optional services for final Owner confirmation.
2. At time of as-built documentation submission provide two physical copies of the hardware and software warranty certifying that the final as-built installation is fully warranted by the manufacturer.

1.18 GENERAL WARRANTY

A. The system warranty shall commence on the date of Substantial Completion unless otherwise provided for in the Contract.

B. The system warranty shall be for an initial period of one year

C. Hardware Warranty:

1. Contractor shall warrant that all components meet or exceed the specifications provided in the product data submittal.
2. The Contractor shall warrant that the proposed merchandise will conform to its description and any applicable specifications and shall be of good quality for the known purpose for which it is intended.
3. The warranty shall cover material and labor for the replacement or repair of defective products.
4. Regardless of manufacturer warranties expiring before the full system warranty period, Contractor shall be responsible for extending any manufacturer warranties for the full length of the system warranty.

D. Software Warranty:

1. The warranty shall allow for replacement or repair at the discretion of the Owner. All software necessary to compile, modify, and maintain software developed for this specification shall be included in this warranty.
2. The warranties shall include the price of all software upgrades during the warranty period. If a new version of the system software becomes available during the warranty period, it shall be upgraded as part of the warranty.

#### 1.19 MAINTENANCE AND SUPPORT SERVICES

- A. Description of Work: During the warranty period provide 24-hour, 7 days a week live monitoring of the system from the Contractor's operations center. Provide customer service for subscriber issues Monday – Friday, 8am – 4pm local time.
- B. Emergency Service: The Owner will initiate service calls when the system is not functioning properly. Qualified personnel shall be available to provide service to the complete system repair. The Owner shall be furnished with a telephone number where the service supervisor can be reached at all times. Service personnel shall be at site within 4 hours after receiving a request for service. The system shall be restored to proper operating condition within 8 hours after service personnel arrive onsite.
- C. Personnel: Service personnel shall be certified in the maintenance and repair of similar types of equipment and qualified to accomplish work promptly and satisfactorily. Service personnel shall hold a valid Airport security credential. The Owner or Owner's Designated Representative shall be advised in writing of the name of the designated service representative, and of any change in personnel.
- D. Scheduled Work: Scheduled work shall be performed during regular working hours, Monday through Friday or on Weekends, excluding holidays.

- E. Records and Logs: The Contractor shall keep records and logs of each task, and shall organize cumulative records for each component, and for the complete system chronologically. A continuous log shall be maintained for all devices. The log shall contain all initial settings. Complete logs shall be kept and shall be available for inspection on site, demonstrating that planned and systematic adjustments and repairs have been accomplished for the system.
- F. Work Requests: The Contractor shall separately record each service call request, as received. The form shall include the serial number identifying the component involved, its location, date and time the call was received, specific nature of trouble, names of service personnel assigned to the task, instructions describing what has to be done, the amount and nature of the material to be used, the time and date work started, and the time and date of completion. The Contractor shall deliver a record of the work performed within 5 days after work is accomplished.
- G. System Modifications: The Contractor shall make any recommendations for system modification in writing to the Owner. System modifications shall not be made without prior approval of the Owner. Any modifications made to the system shall be incorporated into the operation and maintenance manuals, and other documentation affected.

#### 1.20 SERVICE LEVEL AGREEMENT (SLA)

- A. The Contractor shall provide with the bid a firm fixed pricing option(s) to provide continued warranty service and maintenance of the system for additional years two and three. The SLA shall mirror that of the warranty and maintenance requirements during the warranty period as outlined in the Warranty and Maintenance articles above.

#### 1.21 DELIVERY, STORAGE, AND HANDLING

- A. Contractor shall coordinate secure storage onsite with the General Contractor and is responsible for the safe delivery, storage and handling of all equipment covered in this scope of work through substantial completion of the work.

#### 1.22 PROJECT CONDITIONS

- A. Environmental Limitations: System components shall be equipped and rated for the environments where installed.
- B. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:

- C. Interior, Controlled Environment: System components shall be rated for continuous operation in ambient conditions of 2 to 40 deg C dry bulb and 20 to 90 percent relative humidity, noncondensing.
- D. Interior, Uncontrolled Environment: System components installed in non-air-conditioned interior environments shall be rated for continuous operation in ambient conditions of 0 to 122 deg F (minus 18 to plus 50 deg C) dry bulb and 20 to 90 percent relative humidity, noncondensing.
- E. Verify that field measurements are as shown on Drawings; no media, fiber, or copper, shall be installed in lengths surpassing Standards based length requirements.
- F. Wire and cable routing shown on Drawings is approximate unless dimensioned. Route wire and cable as required to meet Project conditions.
- G. Where wire and cable routing is not shown, and destination only is indicated, determine exact routing and lengths required. Record actual routing on as-builts for all conduit larger than one inch.

#### 1.23 PROJECT COORDINATION

- A. Determine required separation between cables and other work.
- B. Coordinate conduit routing and proximity of high voltage or motor load wiring relative to sensitive audiovisual cabling with the Division 26 contractor
- C. Coordinate cable routing to avoid interference with other work disciplines.
- D. Coordinate grounding and bonding with the Division 27 Contractor.
- E. Coordinate use of fiber optic cabling infrastructure with the Division 27 Contractor.
- F. Coordinate network configuration requirements with the Division 27 Contractor.

### PART 2 - PRODUCTS

#### 2.1 APPENDIX A – AUDIOVISUAL SYSTEMS EQUIPMENT LIST (List preferred vendors and alternates)

- A. Contractor shall verify any existing manufacturer quotes, including those listed in the Appendix A, match the project requirements.
  - 1. Contractor shall be responsible for addressing any discrepancies between manufacturer quotes and project requirements.

## 2.2 SUBSTITUTIONS

- A. Contractor requests for substitutions shall be made in writing and shall include:
  - 1. The equipment or process requested for substitution and a summary of the reason for substitution.
  - 2. The requested equipment or process to substitute with and a feature comparison with the base scope of work.
  - 3. Proposed cost and schedule impacts.
- B. No substitution shall be allowed without written approval of the Owner or Design Professional.
- C. Cost and schedule impacts will only be considered for approval in the event that the substitution is due to factors outside of the control of the Contractor.

## 2.3 SYSTEM DESCRIPTIONS

- A. The following spaces are scheduled for audiovisual equipment. Refer to the 27 41 00 Appendix A for the full list of major equipment requirements. The following descriptions are provided as high-level summaries and are not intended to limit the scope of work or exclude devices and equipment shown on the drawings or Appendix A:
  - 1. SR – Contractor shall provide a solution for the following:
    - a. Per room size, projector to be projected on a Contractor provided screen shall be approx. 8500 lumens. Contractor shall provide a suitable lens, a pole mount with bracket and bracket will adhere to the building ceiling structure.
    - b. Contractor shall supply a dual wireless system with (2) handheld transmitters or (1) handheld transmitter and (1) lapel transmitter.
    - c. Wall mounted touch panel for source selection, routing, volume and system power controls.
    - d. (1) networked AV streaming wall plate transmitter with HDMI input.
    - e. (1) networked AV streaming decoder.
    - f. Dual wall mounted speakers or suitable ceiling speaker solution to provide even audio coverage to general seating area.
    - g. (1) Digital audio DSP solution with integrated streaming support.
    - h. (1) Wall mounted AV Rack or suitable floor furniture AV rack enclosure with adequate AV Rack ventilation and power conditioning and management.
    - i. (1) AV Network switch to be installed within AV Rack.
    - j. Contractor shall supply a Bluetooth solution for injection of Bluetooth audio into the system.

2. AF – Contractor shall provide a solution for the following:

- a. Per room size, projector to be projected on a Contractor provided screen shall be approx. 8500 lumens. Contractor shall provide a suitable lens, a pole mount with bracket and bracket will adhere to the building ceiling structure.
- b. Contractor shall supply a dual wireless system with (2) handheld transmitters or (1) handheld transmitter and (1) lapel transmitter.
- c. Wall mounted touch panel for source selection, routing, volume and system power controls.
- d. (1) networked AV streaming wall plate transmitter with HDMI input.
- e. (1) networked AV streaming decoder.
- f. Dual wall mounted speakers or suitable ceiling speaker solution to provide even audio coverage to general seating area.
- g. (1) Digital audio DSP solution with integrated streaming support.
- h. (1) Wall mounted AV Rack or suitable floor furniture AV rack enclosure with adequate AV Rack ventilation and power conditioning and management.
- i. Contractor to provide a solution that allows for the room to be independent and divisible.
- j. (1) AV Network switch to be installed within AV Rack.
- k. Contractor shall supply a Bluetooth solution for injection of Bluetooth audio into the system.

3. CDM – Contractor shall provide a solution for the following:

- a. Per room size, projector to be projected on a contractor provided screen shall be approx. 8500 lumens. Contractor shall provide a suitable lens, a pole mount with bracket and bracket will adhere to the building ceiling structure.
- b. Contractor shall supply a dual wireless system with (2) handheld transmitters or (1) handheld transmitter and (1) lapel transmitter.
- c. Wall mounted touch panel for source selection, routing, volume and system power controls.
- d. (1) networked AV streaming wall plate transmitter with HDMI input.
- e. (1) networked AV streaming decoder.
- f. Dual wall mounted speakers or suitable ceiling speaker solution to provide even audio coverage to general seating area.
- g. (1) Digital audio DSP solution with integrated streaming support.

- h. (1) Wall mounted AV Rack or suitable floor furniture AV rack enclosure with adequate AV Rack ventilation and power conditioning and management.
- i. (1) AV Network switch to be installed within AV Rack.
- j. Contractor shall supply a Bluetooth solution for injection of Bluetooth audio into the system.

4. TH – Contractor shall provide a solution for the following:

- a. Per room size, projector to be projected on a contractor provided screen shall be approx. 8500 lumens. Contractor shall provide a suitable lens, a pole mount with bracket and bracket will adhere to the building ceiling structure.
- b. Contractor shall supply a dual wireless system with (2) handheld transmitters or (1) handheld transmitter and (1) lapel transmitter.
- c. Wall mounted touch panel for source selection, routing, volume and system power controls.
- d. (1) networked AV streaming wall plate transmitter with HDMI input.
- e. (1) networked AV streaming decoder.
- f. Dual wall mounted speakers or suitable ceiling speaker solution to provide even audio coverage to general seating area.
- g. (1) Digital audio DSP solution with integrated streaming support.
- h. (1) Wall mounted AV Rack or suitable floor furniture AV rack enclosure with adequate AV Rack ventilation and power conditioning and management.
- i. (1) AV Network switch to be installed within AV Rack.
- j. Contractor shall supply a Bluetooth solution for injection of Bluetooth audio into the system.

5. DM HILLS – Contractor shall provide a solution for the following:

- a. Per room size, projector to be projected on an contractor provided screen shall be approx. 20000 lumens. Contractor shall provide a suitable long throw lens, a pole mount with bracket and bracket will adhere to the building ceiling structure.
- b. Contractor shall supply a dual wireless system with (2) handheld transmitters or (1) handheld transmitter and (1) lapel transmitter.
- c. Wall mounted touch panel for source selection, routing, volume and system power controls.
- d. (1) networked AV streaming wall plate transmitter with HDMI input.

- e. (1) networked AV streaming decoder.
- f. Dual wall mounted speakers or suitable ceiling speaker solution to provide even audio coverage to general seating area.
- g. (1) Digital audio DSP solution with integrated streaming support.
- h. (1) Wall mounted AV Rack or suitable floor furniture AV rack enclosure with adequate AV Rack ventilation and power conditioning and management.
- i. (1) AV Network switch to be installed within AV Rack.
- j. Contractor shall supply a Bluetooth solution for injection of Bluetooth audio into the system.

### PART 3 - EXECUTION

#### 3.1 GENERAL

- A. Contractor shall install all system components including furnished equipment, and appurtenances in accordance with the manufacturer's instructions, and shall furnish all cables, connectors, terminators, interconnections, services, and adjustments required for a complete and operable system.
- B. Grounding shall be installed as necessary to preclude ground loops, noise, and surges from adversely affecting system operation.
- C. Contractor shall adhere to the following during installation of the system:
  - 1. Underwriters Laboratories (UL) listing for restricted access installations in business and customer premises applications. This listing is required by the National Electric Code for customer premise installations.
  - 2. Fire resistance requirements specified by Underwriters Laboratories in UL 1459, 2nd edition.
- D. Where undefined by codes and standards, Contractor shall apply a safe working load of at least five (5) times the rated load to all fastenings and supports of system components.
- E. The Contractor shall adhere to the installation schedule of the General Contractor and should attend all construction meetings scheduled by the General Contractor.
- F. Contractor shall place materials only in those locations that have been previously approved. Any other locations shall be approved, in writing, by the Owner.
- G. All wiring and cables shall be properly dressed and/or bundled with Velcro straps. Twisted wire, tape, rope, twine, phone wire and similar bits of debris usually available on site are not acceptable substitutes for proper securing hardware. All inter-rack cables and wiring must be properly routed, and where available, run in cable trays. Overhead cables must be easily removed or reworked within the cable trays. Proper care must be taken to ensure that new cables added to the trays are not stressed or intertwined with existing cables. Overhead cables may not cross perpendiculars or be suspended in mid-air without supports. No supports may be installed without prior approval from the

Owner. All long cable runs must be properly identified at each end and every 100 feet indicating the carried frequency and communication room of origin. All cabling within the building must be cut to proper length.

- H. The Contractor shall obtain written permission from the Owner before proceeding with any work which requires cutting into or through any part of the building structures such as, but not limited to, girders, beams, concrete, carpeted or tiled floors, partitions or ceilings. The Contractor shall also consult with the General Contractor before cutting into or through any part of the building structures where fireproofing or moisture proofing could be impaired.

### 3.2 INSTALLATION

- A. System equipment shall not be installed until the environment is free of dust. A dust-free environment shall be considered one in which all construction work has been completed and the air handling system for the area has been operated continuously for at least two weeks with a filter change after one week. During and following installation of the system equipment, relay assemblies and equipment cabinets, the air handling system shall be kept operational continuously and shall be adjusted to maintain a positive pressure relative to building spaces outside the areas of installation. Openings into the installation spaces shall be kept closed, filters shall be changed at frequent intervals, equipment enclosures shall be kept closed, covers shall be installed and any other provisions for keeping the equipment, assemblies, and cabinets clean and free of dust and deliver shall be employed.
- B. Verify exact location and sizes of all conduit runs and back boxes prior to rough-in.
- C. All switches, connectors, outlets, etc. shall be clearly, logically, and permanently labeled during installation.
- D. All items of equipment related to the AV system shall be installed in the designated positions as defined on the drawings.
- E. All wiring terminations shall be trimmed to the required length for proper system operation and neatly dressed. No excess wire loops shall remain in the final system unless required for maintenance access. Each system wire and cable shall be clearly marked at each end.
- F. All audio and video interconnections shall use the highest quality signal path available.

### 3.3 WIRING

- A. Wiring within equipment enclosures shall be neatly grouped or tied or run-in plastic snapcover wireway sections. All connections to panel mounted devices shall employ compression attached full 360° ring type or 'push-on' type terminators securely fastened to the device terminals. Wiring shall run behind the panel in a manner that is not visible from the operator's position. A 3" termination loop shall be formed immediately adjacent to each terminal.
- B. Terminal strips shall be fully insulated but allow insertion of test equipment probes. Each terminal segment shall be numbered to correspond with the drawings and conductor identification numbers.
- C. All wire and cable shall extend to each outlet location with complete electrical continuity and without any shorts or grounds. Cables shall run uninterrupted and un-spliced to each remote device.
- D. Cables shall be routed so as to maintain a separation of at least 2 feet from all heat sources and from ballasts, transformers, dimmers and all other sources of electromagnetic interference.

- E. Care shall be exercised during installation not to damage the cable insulation. Damaged cables shall be removed and replaced.
- F. Each cable termination shall be tagged and labeled in accordance with this specification.
- G. Wire color coding for all AV cabling shall be at the option of the Contractor, but each individual conductor shall be the same color throughout its entire length.
  - 1. Refer to Division 27 cable standards for cable color requirements.
- H. After testing is complete, audio levels on all systems shall be set to levels satisfactory to the Owner.
  - 1. Systems shall meet AVIXA A102.01:2017 Audio Coverage Uniformity standard for coverage

### 3.4 SYSTEM CONFIGURATION

- A. Contractor shall provide for configuration of all devices and software into a complete and fully operational AV System.
  - 1. All configuration files shall be provided to the Owner as part of the close-out package
    - a. Contractor shall maintain ownership of any custom software files.
    - b. Contractor shall extend to the Owner a perpetual license for use and modification of any custom software files when used with systems provided as part of this scope of work.
- B. During the installation phase of the project, the Contractor shall work with the Owner to establish the baseline configuration requirements for the different AV elements.

### 3.5 CONFIGURATION REQUIREMENTS

- A. An IP Addressing Plan shall be coordinated, developed, and finalized with the Owner and submitted for approval prior to implementation.
- B. VLAN(s) shall be configured to support the LAN and as identified during Owner network coordination efforts.

- C. Configure AV devices for centralized management via an Owner provided workstation connected to the network. Configuration and management software for the various network components shall be installed on the workstation. Training shall include management of the AV devices via the management workstation.

### 3.6 TESTING

- A. Project Testing: The overall Audio Visual Systems shall not be considered complete until On-Site Testing is completed. The purpose is to test the complete system and demonstrate that all specified features and performance criteria are met. All requirements of the specification shall be tested.
- B. Contractor shall follow the *Avixa/ANSI 10:2013 Audiovisual Systems Performance Verification* testing and documentation process and submit a completed testing plan prior to final Owner and Design Professional testing.
  - 1. Design Professional may elect to request retesting of individual rooms following the *Avixa/ANSI 10:2013* standard until satisfied that systems are properly installed and configured.
- C. For any system or equipment types not covered in the *Avixa/ANSI 10:2013* standard, Contractor shall provide the proposed test plan/procedures for each testing phase for review by the Owner or Design Professional. The test plan for each phase of testing shall detail the objectives of all tests. The tests shall clearly demonstrate that the system and its components fully comply with the requirements specified herein. The submission of Test Plans shall adhere to the following:
  - 1. A draft test plan shall be presented to the Owner at least forty-five (45) days prior to the scheduled start of each test.
  - 2. A workshop for reviewing comments shall be conducted with the Owner at least thirty (30) days prior to the scheduled start of each test.
  - 3. A final test plan shall be submitted to the Owner at least fourteen (14) days prior to the scheduled start of each test.
  - 4. Test plans shall contain at a minimum:
    - a. Functional procedures including use of any test or sample data.
    - b. Test equipment is to be identified by manufacturer and model.
    - c. Interconnection of test equipment and steps of operation shall be defined.
    - d. Expected results required to comply with specifications.
    - e. Testing matrix referencing Specification requirements with specific test procedures.
    - f. Record of test results with witness initials or signature and date performed.
    - g. Pass or fail evaluation with comments.
- D. The test procedures shall provide conformity to all Specification requirements. Satisfactory completion of the test procedure is necessary as a condition of system acceptance.
- E. All Test plans must be reviewed by the Owner. To successfully complete a test, the test document must be signed and dated by both the Contractor and the Owner.

- F. The Owner will review, witness and validate the execution of all formal test procedures prepared by the Contractor and deliverable under the contract to assure the tests cover all requirements and that there is a conformity between the conducted test, the test results and Specification requirements.
- G. Documentation verification both interconnects and operationally, shall be part of the test. Where documentation is not in accordance with the installed system interconnect and operating procedures, the system shall not be considered accepted until the system and documentation correlate.
- H. The Contractor shall provide the Owner or Owner representative the opportunity to participate in any or all of tests.
- I. Test Reports: The Contractor shall prepare, for each test, a test report document that shall certify successful completion of that test. Submit to the Owner's representative for review and acceptance within seven (7) days following each test. The test report shall contain, at a minimum:
  - 1. System power measurement results and settings
  - 2. Commentary on test results
  - 3. A listing and discussion of all discrepancies between expected and actual results and of all failures encountered during the test and their resolution.
  - 4. Complete copy of test procedures and test data sheets with annotations showing dates, times, initials, and any other annotations entered during execution of the test.
  - 5. Signatures of persons who performed and witnessed the test
  - 6. Test Resolution: Any discrepancies or problems discovered during these tests shall be corrected by the Contractor at no cost to the Owner. The problems identified shall be corrected and the percentage of the entire system re-tested determined by the Owner before any subsequent testing is performed.

### 3.7 CLEANING

- A. Remove all unnecessary tools and equipment, unused materials, packing materials, and debris from each area where work has been completed unless designated for storage.

### 3.8 TRAINING

- A. The Contractor shall provide the Owner specified trainees with detailed as-built information. The training shall provide trainees with a working knowledge of the system design and layout, ability to configure and monitor the system, and troubleshooting methods and techniques. In addition, the training shall cover testing, maintenance, and repair procedures for all equipment and applications, which are provided under this Specification.
- B. Course materials shall be delivered to the Owner. Final delivery of the course materials shall include a master hard copy of all materials and an electronic copy in a format reviewed in advance by the Owner. The Contractor shall supply a video recording of each training course.

- C. All training shall be completed a minimum of two weeks prior to the system becoming operational and utilized by the Owner. Training schedule subject to the Owner's review.

### 3.9 ACCEPTANCE

- A. Acceptance will be withheld until the following have been completed successfully:
  - 1. Acceptance of all submittals
  - 2. Delivery of final documentation
  - 3. Successful testing
  - 4. Completion of training
  - 5. Demonstrate system to designated Owner personnel as required by applicable sections of these specifications. Use submitted operation and maintenance manual as reference during demonstration and training. Demonstrate as-built records are in format required and can lead troubleshooting technicians to port level of detail in field.

END OF SECTION 274100



**APPENDIX A  
PRICING WORKSHEET  
RFP 2526-01**

Complete the pricing worksheet. Be thorough and specific in your entries, as the pricing will heavily influence the determination of "Best Value" and any contract award.

<b>Vendor Name:</b>	
<b>Contact Name:</b>	
<b>Contact Title:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	
<b>Hourly Rate</b> (if applicable):	

Site Name	Address	Sub Total by Site:
Torrey Hills School	13030 Ashley Falls Drive, S.D., CA 92130	\$
Sycamore Ridge School	5333 Old Carmel Valley Road, S.D., CA 92130	\$
Ashley Falls School	13030 Ashley Falls Drive, S.D., CA 92130	\$
Carmel Del Mar School	12345 Carmel Park Drive, S.D., CA 92130	\$
Del Mar Hills Academy	14085 Mango Drive, Del Mar, CA 92014	\$

**TOTAL:**

<b>TOTAL (ALL SITES COMBINED)</b>	<b>\$</b>
-----------------------------------	-----------

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

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

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

**APPENDIX B  
REFERENCES  
RFP 2526-01**

Provide contact information for a minimum of three references in the State of California, preferably in K-12 Education, using equipment similar to the proposed solution.

<b>Company name and location</b>	
<b>Contact name, position and phone number</b>	
<b>Contact Email</b>	
<b>Implemented Solution</b>	
<b>How long installed</b>	

<b>Company name and location</b>	
<b>Contact name, position and phone number</b>	
<b>Contact Email</b>	
<b>Implemented Solution</b>	
<b>How long installed</b>	

<b>Company name and location</b>	
<b>Contact name, position and phone number</b>	
<b>Contact Email</b>	
<b>Implemented Solution</b>	
<b>How long installed</b>	

**APPENDIX C  
PROPOSAL SUBMITTAL FORM  
RFP 2526-01  
(Required)**

**DEL MAR UNION SCHOOL DISTRICT RFP 2526-01 Multi-use Room Audiovisual System Modernization System**

**RFP Due Date:** September 30, 2025, by 10:00:00 a.m. (Pacific Time)

**RFP Delivery:** Del Mar Union School District, 11232 El Camino Real, Suite 100, San Diego, CA 92130, ATTN: Marley Nelms

**To: Director of Business Support Services**

1. Pursuant to and in compliance with the Notice Inviting Proposals, Information for Bidders, General Conditions, Bid Form, Addenda, if any, and other documents relating thereto, the undersigned bidder, having familiarized him/herself with the terms of the bid and the conditions affecting the performance of the bid, hereby proposed and agrees to perform, within the time stipulated everything required in this bid for the amount herein set forth.
2. This proposal/bid shall continue to remain in effect after the initial period indicated for as long as all parties remain in agreement for additional purchases.
3. Proposer/Bidder shall complete and sign the provided Non-collusion Affidavit and include it with the proposal/bid response.

**Acknowledgement of Addenda** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
(name), the \_\_\_\_\_ (title),

*of the bidder, hereby certify under penalty of perjury in accordance with the laws of the State of California, that all the information submitted by the bidder in connection with RFP 2526-01 Multi-use Room Audiovisual System Modernization and all the representations herein made, are true and correct.*

**Executed this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_ **at** \_\_\_\_\_ **(county).**

**Signature** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **Email**  
**address** \_\_\_\_\_

**END OF PROPOSAL/SUBMITTAL FORM**

**APPENDIX D**  
**NON-COLLUSION DECLARATION**  
(Public Contract Code Section 7106)

**NON-COLLUSION DECLARATION TO BE EXECUTED BY PROPOSER AND**  
**SUBMITTED WITH PROPOSAL**

The undersigned declares: I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the proposal on which this Contract is based. The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not directly or indirectly, submitted his or her proposal 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 proposal, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a proposer 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 proposer.

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 \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

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

Name: \_\_\_\_\_ (Print)

**APPENDIX E  
BID BOND  
RFP 2526-01**

KNOW ALL MEN BY THESE PRESENTS: THAT we, \_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the

Del Mar Union School District, hereinafter called the Owner, in the penal sum of **TEN PERCENT (10%) OF THE TOTAL AMOUNT OF THE BID** of the Principal submitted to the said District for the work described below for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated \_\_\_\_\_, 20\_\_\_\_\_, for

NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified, within sixty (60) days after said opening; and, if the Principal be awarded the contract, and shall within the period specified therefore, or if no period be specified, within (5) days after the prescribed forms are presented to him for signature, enter into a written contract with the Owner, in accordance with the bid as accepted and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract and for the payment for labor and materials used for the performance of the contract, or in the event of the withdrawal of said bid within the period specified or the failure to enter into such contract and give such bonds within the time specified, if the Principal shall pay the District the difference between the amount specified in said bid and the amount for which the District may procure the required work and/or supplies, if the latter amount be in excess of the former, together with all costs incurred by the District in again calling for bids, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

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

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including reasonable attorney's fees, court costs, expert witness fees and investigation expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly assigned by its undersigned representative, pursuant to authority of its governing body.

Principal

By \_\_\_\_\_

Title \_\_\_\_\_

Surety

By \_\_\_\_\_

Attorney-in-Fact

(Attach Attorney-In-Fact Certificate)

Title \_\_\_\_\_

For District Informational Purpose:

Surety Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**APPENDIX F  
TAX IDENTIFICATION**

Federal Regulations (26 CFR section 1.6041) requires non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security Number, whichever is applicable. The District requires a valid copy of a W-9 to be supplied upon request.

**TYPE OF BUSINESS**

- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Other

**TAX IDENTIFICATION**

Employee Identification Number:

\_\_\_\_\_  
Social Security Number:

License No.

Classification:

Expiration Date:

\_\_\_\_\_

DIR Registration No.(If applicable):\_\_\_\_\_

**APPENDIX G  
CONTRACTOR'S STATEMENT REGARDING  
MAINTAINING A DRUG FREE WORKPLACE**

***Del Mar Union School District Policy 4004 in relevant part provides:***

This Board Policy is adopted pursuant to the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act Amendments of 1989, and the California Drug-Free Workplace Act of 1990. It is the policy of the District that all its workplaces and facilities be drug and alcohol free.

The unlawful manufacture, distribution, dispensation, possession, or use of any alcohol beverage, drug or controlled substance in any workplace or facility of the District is strictly prohibited. All employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in any workplace or facility of the District. All employees will abide by this prohibition as a condition of employment. Any employee who violates this prohibition will be disciplined up to and including dismissal, and/or required to satisfactorily complete a drug abuse assistance or rehabilitation program selected by the District in conformance with law.

All employees must notify the Superintendent in writing within five (5) days of any drug or alcohol statute conviction for a violation occurring in any workplace or facility of the District. A conviction includes any finding of guilt, including a no contest pleas, or imposition of a sentence. Any employee who is convicted of such a violation will be disciplined up to and including dismissal, and/or required to satisfactorily complete a drug abuse assistance or rehabilitation program selected by the District in conformance with law.

Each District consultant, contractor and vendor shall, moreover, advise the District whether they have a policy or procedure for maintaining a drug free workplace at the consultant's, contractor's, or vendor's own place of business and if so, shall briefly describe it in writing to District officials.

If awarded contract for above referenced bid, contractor agrees to comply with Del Mar Union School District Board Policy 4020 as detailed above.

---

**In accordance with the above, the following must be signed  
and filed with the awarding body as part of the proposal package.**

---

*Business name:*

\_\_\_\_\_

*Have a policy or procedure for maintaining a drug free workplace at their own place of business.*

\_\_\_\_\_ *Attached is a copy of such policy or procedure or*

\_\_\_\_\_ *Following is a brief description of such policy or procedure:*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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

Legal Reference: the Drug Free Workplace Act of 1988 and Public Law 100-690 Section 5151-5160

## APPENDIX H DIR CERTIFICATION

### DIR Certification of Contractor and Subcontractor Division of Industrial Relations

Pursuant to Labor Code section 1725.5, a contractor or subcontractor must be registered with the Department of Industrial Relations in order to bid on, to be listed in a bid proposal or to engage in the performance of any defined public works contract, unless the work is otherwise exempt for a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work.

I \_\_\_\_\_, \_\_\_\_\_ certify that  
(Name) (Title)

\_\_\_\_\_ is currently registered as a contractor with the Department of Industrial Relations (DIR):  
(Contractor Name)

Contractor's DIR Registration Number \_\_\_\_\_

Expiration date \_\_\_\_\_

Contract further acknowledges:

1. Contractor shall maintain DIR registered status for the duration of the project without a gap in registration.
2. Contractor shall note in its invitation to bid the DIR's registration requirement for all subcontractors and their subcontractors.
3. Contractor shall ensure that all subcontractors are registered at time of bid opening and maintain registered status for the duration of the project.
4. Contractor is to furnish DIR Registration Number for all subcontractors on the project within 24 hours of the bid opening.
5. Contractor shall substitute any subcontractor with a DIR registered contractor if listed subcontractor is unable to perform the work.

Failure to comply with any of the above may result in a determination of non-responsiveness.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX I

### LIST OF SUBCONTRACTORS

## List of Subcontractors

In compliance with the Subletting and Subcontracting Fair Practices Act (Public Contract Code section 4100 *et seq.*) ("Act") and any amendments thereof, the proposer shall set forth below: (1) the name, the location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime contractor's total bid; and (2) the portion of the Work which will be done by each subcontractor under this Act. The prime contractor shall list only one subcontractor for each portion as is defined by the prime contractor in the proposal. If the prime contractor fails to specify a subcontractor or if the prime contractor specifies more than one subcontractor for the same portion of Work to be performed under the Contract in excess of one-half of one percent (0.5%) of the prime contractor's total proposal, the prime contractor shall be deemed to have agreed that he is fully qualified to perform that portion himself, and that he shall perform that portion himself.

No prime contractor whose proposal is accepted shall: (1) substitute any subcontractor; (2) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original bid; or (3) sublet or subcontract any portion of the Work in excess of one-half of one percent (0.5%) of the prime contractor's total proposal as to which his original proposal did not designate a subcontractor, except as authorized in the Subletting and Subcontracting Fair Practices Act. Subletting or subcontracting of any portion of the Work in which no subcontractor was designated in the original proposal shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the authority awarding this Contract, setting forth the facts constituting the emergency or necessity.

\*Indicate "None" if no subcontractors.

[illegible]

## APPENDIX J

### CERTIFICATION OF EMPLOYEE BACKGROUND

Concerning Department of Justice (DOJ) Fingerprint and Criminal Background  
Investigation Requirements of Education Code (EC) Section 45125.1 *et seq.*

To: Del Mar Union School District  
Attn: Marley Nelms  
11232 El Camino Real  
San Diego, California 92130  
Email: \_\_\_\_\_

Vendor: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

With respect to the ☐ Agreement ☐ Proposal dated \_\_\_\_\_ between the Del Mar Union School District ("District") and the individual, company, or contractor named above ("Vendor") for provision of \_\_\_\_\_ services.

*Please check all appropriate boxes and sign below:*

#### REQUIREMENTS SATISFIED

- ☐ A) The Vendor certifies to the District that it has completed the criminal background check requirements of EC 45125.1 and that none of its employees that may come into contact with, or interact with, District students have been convicted of a felony.  
ORI # \_\_\_\_\_

*List or attach names of all employees that have successfully completed the fingerprinting and criminal background check clearance in accordance with the law.*

Employee	Employee	Employee

#### WAIVER REQUEST

- ☐ B) FOR CONSTRUCTION OR REPAIR CONTRACTS ONLY. The Vendor seeks a waiver of the DOJ fingerprint & criminal background investigation permitted by EC section 45125.1. Vendor acknowledges that the District may approve or reject any waiver request in its sole discretion. Vendor and its employees will have more than LIMITED CONTACT with pupils but will ensure that one (1) or more of the following are utilized to protect pupil safety. [EC 45125.2(a)].

##### Check all methods to be used:

- ☐ 1) Installation of a physical barrier at the worksite to limit contact with students.
- ☐ 2) Continual supervision and monitoring of all employees of the Vendor by an employee of the Vendor, who has complied with EC section 45125.1: \_\_\_\_\_ (employee name).

- ☐ C) FOR ANY CONTRACT INCLUDING CONSTRUCTION OR REPAIR CONTRACTS.

- ☐ 1) Surveillance of employees of the Vendor by school personnel: \_\_\_\_\_  
(District employee name to be filled in by District).
- ☐ 2) The services provided by the Vendor are for an "emergency or exceptional situation" per EC 45125.1(b) or EC 45125.2(d).

I certify under penalty of perjury that the information contained in this Certification and any attachment is true and correct. I understand that it is Vendor's sole responsibility to provide the District with any subsequent arrest and conviction information it receives throughout the duration of the contract between the District and Vendor.

Print or type name and title of CERTIFYING AUTHORITY: \_\_\_\_\_

Signature of CERTIFYING AUTHORITY: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX K**  
**WORKERS' COMPENSATION CERTIFICATE**

I hereby affirm, under penalty of perjury, one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Labor Code section 3700, for the duration of any business activities conducted for which this license is issued.
- ☐ I have and will maintain workers' compensation insurance, as required by Labor Code section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Labor Code section 3700.

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

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

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

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

**Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines, in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.**

**APPENDIX L**  
**PERFORMANCE BOND**  
(If Required)

KNOW ALL MEN BY THESE PRESENTS: that

WHEREAS, the **Del Mar Union School District** (hereinafter designated as "Public Entity"), by action taken on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has awarded to \_\_\_\_\_, hereinafter designated as the "Principal," a contract for the work described as follows: **PROJECT NAME.**

(The "Project"); and

WHEREAS, said Principal is required under the terms of said contract to furnish a bond for the faithful performance of said contract,

NOW THEREFORE, we, the Principal and \_\_\_\_\_, as Surety, are held and firmly bound unto the Public Entity in the penal sum of \$\_\_\_\_\_ (**100% of contract price**) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by and well and truly keep and perform, the covenants, conditions, and agreements in the said contract and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Public Entity, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

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

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including attorneys' fees, court costs, expert witness fees and investigation expenses.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal \_\_\_\_\_

By \_\_\_\_\_

[Attach required acknowledgments]

Surety \_\_\_\_\_

By \_\_\_\_\_

Attorney-in-Fact

For District Informational Purpose:

Surety Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**APPENDIX M**  
**PAYMENT BOND FOR PUBLIC WORKS**

(Required for contracts of \$25,000 or more)

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_

WHEREAS, the **Del Mar Union School District** (hereinafter designated as "Public Entity"), by action taken on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has awarded \_\_\_\_\_ hereinafter designated as the "Principal," a contract for the work described as follows: **PROJECT NAME.**

(The Project:), and

WHEREAS, said Principal is required by Chapter 5 (commencing at section 3225) and Chapter 7 (commencing at Section 3247), Title 15, Part 4, Division 3 of the California Civil Code to furnish a bond in connection with said contract;

NOW THEREFORE, we, the Principal and \_\_\_\_\_, as Surety, are held and firmly bound unto the Public entity in the penal sum of \$\_\_\_\_\_ (**100% of contract price**) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assign, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in section 30181 of the California Civil Code, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to section 18663 of the California Revenue and Taxation Code, with respect to such work and labor the surety or sureties will pay for the same, in an amount not exceeding the sum hereinabove specified, and also, in case suit is brought upon this bond, all litigation expenses incurred by the Public Entity in such suit, including reasonable attorney's fees court costs, expert witness fees and investigation expenses.

This bond shall insure to the benefit of any of the persons named in Section 30181 of the California Civil Code so as to give a right of action to such persons of their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the District of Public Entity and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 30110 or 30112 of the California Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal \_\_\_\_\_

By \_\_\_\_\_

[Attach required acknowledgments]

Surety \_\_\_\_\_

By \_\_\_\_\_

Attorney-in-Fact

For District Informational Purpose:

Surety Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Fax \_\_\_\_\_

**APPENDIX N**  
**CALIFORNIA AIR RESOURCES BOARD COMPLIANCE FORM**

**This form must be submitted with the bid proposal at due date and time established in bidding documents or the bid may be rejected as nonresponsive.**

The California Air Resources Board ("CARB") has implemented regulations for the use of certain vehicles on public works projects. For any project awarded after January 1, 2024, and under the regulations (see Cal. Code Regs., tit. 13, § 2449), the Del Mar Union School District ("District") must obtain valid **Certificates of Reported Compliance ("CRC")** from all contractors and listed subcontractors before awarding a project. The District will be required to retain CRCs for three years after the project is complete, and the CRCs are subject to review by the CARB upon five calendar days' notice.

**In addition to this Form, the foregoing CRCs are also required at time of bid submittal and must be included with bid proposal by the stated bid due date & time. Proof of bidder and subcontractor certification must be attached to this page at the time of bid submittal.**

The ARB Diesel Off-road Online Reporting System (DOORS) reporting system is where bidders may obtain Certificates of Reported Compliance: [DOORS \(ca.gov\)](https://www2.arb.ca.gov). There is also an additional website that provides bidders with more information on the regulation along with FAQs and user guides. The website is the Off-Road Zone: <https://www2.arb.ca.gov/our-work/programs/truckstop-resources/road-zone>.

Please also see the following:

[Fact Sheet: Contracting Requirements | California Air Resources Board](https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-contracting-requirements)

<https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-contracting-requirements>

[Fact Sheet: Renewable Diesel Fuel Requirements | California Air Resources Board](https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-renewable-diesel-fuel-requirements)

<https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-renewable-diesel-fuel-requirements>

[Fact Sheet: Added Vehicle Restrictions and Tier Phase-Out Requirements | California Air Resources Board](https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-added-vehicle-restrictions-and-tier-phase-out-requirements)

<https://www2.arb.ca.gov/resources/fact-sheets/fact-sheet-added-vehicle-restrictions-and-tier-phase-out-requirements>

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

Bidder Acknowledges CARB Compliance requirements \_\_\_\_\_

Name & Title of Bidder: \_\_\_\_\_

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