

RFP

WALLA WALLA HIGH SCHOOL RENOVATION PROJECT

BID PACKAGE 4 (E-RATE)

470 #210000161

800 Abbott Road

Walla Walla, WA 99362

07.22.2020

PROPOSALS ARE DUE AS FOLLOWS

LOCATION

Walla Walla Public Schools

364 S Park St

Walla Walla, WA 99362

DATE

August 25th, 2020

TIME

2:00 PM (PST)

PRE-BID CONFERENCE

LOCATION

Walla Walla High School

800 Abbott Road

Walla Walla, WA 99362

DATE/TIME

E-Rate Proposers: 8/11/2020 @ 10 AM (PST)

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SECTION 1 | PROJECT OVERVIEW

Walla Walla Public Schools is pleased to offer you this RFP for [WALLA WALLA HIGH SCHOOL RENOVATION PROJECT, BID PACKAGE 4 – E-RATE, 470 #210000161](#). This consists of structured cabling, switches, wireless access points and a UPS as outlined in the Division 270000.1 specification for the [CONSTRUCTION OF CAMPUS WIDE RENOVATIONS](#).

Please carefully read the included RFP and scope of work definitions for more information.

CLARIFICATIONS

This project is subject to [Washington State Prevailing Wage Rates](#).

Individual proposals totaling \$300,000 or more will require a [100% Payment & Performance Bond](#).

NOTES

The proposal due date and time of [August 25th, 2020 at 2:00 PM \(PST\)](#) is firm.

Proposals are to be delivered by postal mail or hand delivered (email, facsimile or other methods will not be accepted) to:

Walla Walla Public Schools
Attn: Dr. Wade Smith
364 S. Park St.
Walla Walla, WA 99362

BID PACKAGE ITEMS

ITEM #	DESCRIPTION
4.1	Structured Cabling - Provide a proposed materials and labor itemized cost breakout for Pathways for Communications Systems (270528), Commissioning of Communications (270800), Communications Equipment Rooms and Fittings (271100), Communications Backbone Cabling (271310), and Communications Horizontal Cabling (271513)
4.2	Switches and Wireless Access Points - Provide a proposed itemized cost breakout for Data Communications (272000)
4.3	Uninterruptible Power Supply - Provide a proposed itemized cost breakout for Uninterruptible Power Supply (263363). Providing the UPS but not connecting the load and line side connections. Providing Start-up, warranty, and Training shall be provided by the proposer.

Refer to the following attached sheets, which are included as part of this proposal; E0.01 (for symbol schedule reference), Site plans E1.01C, E1.02C, E1.03C, E1.04C are for reference only. They indicate where the intrabuilding campus fibers are to be run and the campus layout. Refer to the remainder of sheets for quantities at each location and further installation notes; 1-E6.01, 1-E6.02, 2-E4.01, 2-E6.03, 2-E6.04, 2-E6.05, 2-E6.06, 3-E4.01, 3-E4.03, 3-E6.07, 3-E6.08, 4-E4.02, 4-E6.09, 4-E6.10, 4-E6.11,

5-E4.02, 5-E4.03, 5-E4.04, 5-E6.12, 5-E6.13, 5-E6.14, 5-E6.15, 6-E6.16, 6-E6.17, 6-E6.18, 6-E6.19, 7-E4.01, 7-E6.20, 7-E6.21. There is work shown on these documents for other trades as part of a larger project that will be running concurrently in construction as this proposal's project. Only the sections listed above are to be included as part of this proposal.

SECTION 2 | INSTRUCTIONS TO BIDDERS

2.1 | DOCUMENTS

The e-rate Contract Documents dated July 22nd, 2020 may be viewed online per the USAC website where the e-rate 470 #210000161 is posted.

If hard copies are desired, it is the responsibility of the bidders to procure them at their expense.

2.2 | PRE-BID MEETING

Pre-proposal meeting will be held as stated below, Social distancing and COVID-related health guidelines will be followed, please bring masks:

PRE-PROPOSAL MEETING | TUESDAY, August 11th at 10:00 AM (PST) – 2:00 PM (PST)

800 Abbott Road, Walla Walla, WA 99362

MEETING INSTRUCTIONS: NON-Mandatory, but highly encouraged to attend. You must RSVP in writing to the Pre-bid meeting by sending an email to wwps.e-rate.questions@coneng.com at least 24 hours in advance. Please park in the high school parking lot on the North East corner of campus along Fern Ave and Abbott street. We will meet in the South West corner of this parking lot at the corner of the Academic Building (Building #5).

2.3 | EXAMINATION OF DOCUMENTS, SITE AND LOCAL CONDITIONS

Carefully examine the Contract Documents. Requests for payment for additional costs relative to conditions reasonably determined by examination of the Contract Documents, site location and existing site conditions will not be considered.

Each Proposer, by submitting a bid, represents that:

- They have read and understand the Contract Documents and have verified local conditions under which the work is to be performed.
- Their Proposal is made in accordance with the Contract Documents and is based upon the materials, systems and equipment described without exception.

2.4 | CONTRACTOR REGISTRATION

Pursuant to RCW 39.06, the Proposer shall be registered or licensed as required by the laws of the State of Washington, including but not limited to RCW 18.27.

2.5 | INTERPRETATIONS PRIOR TO SUBMITTING

Submit all questions to Conley Engineering. Contact [Jeff Gray](#) via electronic mail as soon as possible but no later than **August 18, 2021**. Phone questions will not be accepted.
wwps.e-rate.questions@coneng.com

2.6 | DISCREPANCIES

The Bidder shall notify Conley Engineering. via electronic mail prior to the proposal due date of any discrepancies, errors and/or omissions that have been found in the Drawings and/or Specifications. If an explanation is necessary, a reply will be made via an Addendum issued to all proposers.

2.7 | ADDENDA

The Architect may, during the proposal period, advise the proposers by addenda of additions, omissions or alteration in the Specifications and/or Drawings. All such changes shall be included in the Scope of Work covered by the proposal and shall become a part of the Drawings and Specifications, as if originally included.

2.8 | BONDS

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

Within ten (10) days after the issuance of the Notice of Intent to Award, and prior to the date of execution of the Contract, the proposer shall furnish evidence satisfactory to the GC/CM of its ability to obtain statutory bonds pursuant to RCW 39.08 and RCW 39.10.380(3) covering the faithful performance of the Contract and the payment of all obligations arising thereunder in the form and amount prescribed in the Contract Documents. The cost of such bond shall be added to the base bid price if required by the GC/CM.

[For individual bids over \\$300,000, the Performance and Payment Bond cost is included in the base bid price; for bids under \\$300,000, the cost of bonds shall be added to the base bid price if required by the GC/CM.](#)

2.9 | SCHEDULE

By submitting a proposal, the proposer represents that they agree to the terms of the project schedule, which is included, and has included all provisions necessary to accomplish all work within this schedule. The schedule furnished has been prepared to indicate the anticipated periods available for the execution of the work. The proposer is responsible for completing specified activities in the timeframes/durations indicated. Below is the anticipated schedule. Upon award of the contracts of successful proposer(s), a defined CPM schedule will be developed with the coordination and input of successful proposer(s).

2.11 | SUBMITTALS

Upon notification by the owner or GC/CM of acceptance of your bid you must provide full and complete submittals no later than thirty (30) calendar days after award or as specified in the specific scope of work. Delays associated with the failure to meet this duration will be recorded as to their effects on the overall schedule and outcome of the project. See Specification 013300.

2.13 | BID DOCUMENTS

1. Drawings Dated 07/22/2020
2. Specifications Dated 07/22/2020
3. Invitation to Bid Dated 07/22/2020

2.14 | PROPOSAL ACCEPTANCE/BASIS FOR SELECTION

Each proposal must be submitted using this document.

The Owner reserves the right to cancel the entire solicitation or increase, decrease or eliminate any item of the submitted proposal prior to the award or the issuing of purchase orders to the Vendor. The District also reserves the right to reject any, any part of, or all proposals for any reason whatsoever, or to waive any irregularities or informalities in the proposals. Evaluation of Proposals will be determined by the evaluation criteria listed in order of importance below by appropriate officials of Walla Walla Public Schools in accordance with the laws, codes, and policies that govern Public School Procurement in Washington State per RCW 39.04.

Per RCW 39.04.350 (in its entirety), before award, bidders must meet the following criteria to be considered a responsible bidder:

- Have a certificate of registration as a contractor for the state of WA per RCW chapter 18.27 active at the time of bid.
- Have current state Unified Business Identifier (UBI) number and if applicable:
 - Have industrial insurance coverage for bidder's employees working in Washington, as required by Title 51 RCW.
 - Have a Washington Employment Security Department Number as required in Title 50 RCW.
 - Have a Washington Department of Revenue State Excise Tax registration number as required in Title 82 RCW.
- Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3); and/or

The evaluation criteria will be as stated below based on **100 total possible points**:

Price of eligible goods and services	35pts
Quality of proposed solution	20pts
Compatibility with existing infrastructure	25pts
References and Previous Experience with Vendor	20pts

Jackson Contractor Group, Inc. and the Owner reserve the right to waive informalities in bids submitted and to hold and consider as many bids as they so desire for a period of sixty (60) days after the bids are opened. Proposal of Alternates and Unit Pricing shall be good for 120 days.

All responsive proposals may be selected to receive an interview with the project team to discuss the firm's experience, current workload and ability to perform items included with the bid. No award will be made until the Project Team has concluded such investigations as deemed necessary and appropriate to establish the responsibility, qualifications and financial capability of the bidder to do the work in accordance with the contract, to the satisfaction of the GC/CM and within the time prescribed. Investigation of a bidder may continue after bids have been submitted. The final award and selection will be made after interviews and investigations are complete, and a complete evaluation of the price, bonding and ability to perform.

2.16 | TAXES

Proposed amounts SHALL include Sales Tax. The bid shall include in the sum stated all taxes imposed by law, INCLUDING STATE AND LOCAL SALES TAX.

2.17 | RETAINAGE

The Contract Documents specify the statutory retainage requirements of RCW 60.28 for this project.

2.18 | LIQUIDATED DAMAGES

Time is of the essence of the work under the contract. Proposers shall note that the work must be completed within the time limit stated in the Contract Documents. Failure to timely complete this contract will result in Liquidated damages pursuant to the Contract Documents for both Substantial and Final Completion. Liquidated damages are \$500/calendar day for any day past 10/31/2022 with the successful proposer(s) to complete their scope(s) of work.

2.20 | CODE OF CONSTRUCTION CONDUCT

All proposers and their employees are required to abide by the attached Code of Construction Conduct. Please note any additional requirements stated in the Code of Construction Conduct, refer to SECTION 10 | Code of Construction Conduct Policy.

2.22 | PREVAILING WAGES

The Contract Documents contain requirements regarding the payment of prevailing wages pursuant to RCW 39.12. Proposer is responsible to verify the current rates required. Reference Specification 003000 which has URL to state web site related to prevailing wage rates.

2.23 | L&I FEES

The State of Washington requires payment of fees for approval of "Statement of Intent to Pay Prevailing Wages" forms and "Affidavit of Wages Paid" forms. Payment of such fees is the responsibility of the successful proposer.

2.24 | EQUAL EMPLOYMENT OPPORTUNITY

The GC/CM is an equal opportunity employer. The bidder understands and agrees that it is noncompliance with applicable Federal and State anti-discrimination laws may result in rejection of the bid or subsequent cancellation of this contract.

2.26 | REQUIRED L&I TRAINING

As of July 2019, all contractors and subcontractors must either be “exempt” or have completed the L&I required training before bidding on a public job.

2.27 | INTENT TO PAY PREVAILING WAGES

RCW 39.12 040 requires every contractor and subcontractor on the project to file a Statement of Intent to Pay Prevailing Wages. This should be filed with L&I immediately after the contract is awarded.

2.28 | IMPACT ON ACTIVE SCHOOL SYSTEMS

All shutdowns of systems that cause temporary interruption to current occupied spaces must be coordinated and approved by the GC/CM. Such interruptions shall be limited, short duration episodes that do not significantly impact school operations or safety. Proposer assumes responsibility to coordinate impactful interruptions to occur after normal school hours, during the weekend, or during school breaks.

SECTION 4 | SAMPLE BID LABEL

Proposal LABEL REQUIREMENTS

- Provide (1) hard copy of documents as required in Section 270000.1 along with (1) .pdf digital copy on a USB drive.
- Proposer may issue proposal in an envelope large enough to contain items or a box.
- Box label must have the bidders name, address and Washington State Contractor’s License #
- Box label must be addressed to Walla Walla Public Schools, 364 S. Park St., Walla Walla, WA 99362
- Box label must be clearly labeled as a Bid Proposal for “WALLA WALLA HIGH SCHOOL RENOVATION PROJECT, BID PACKAGE 4 (E-RATE) 470 #210000161 – CAMPUS WIDE RENOVATIONS
- Box label must clearly state the BID ITEM NUMBER the enclosed bid is for
- Proposer may submit on one or more items, if you are bidding more than one bid item – Do NOT combine multiple bid items
- All proposals must be received by Tuesday, August 25th, 2020, 1:59 pm (PST)
- It is the responsibility of the bidder to ensure mailed proposals are confirmed received prior to RFP closing. Owner will not take responsibility for lost or late deliveries.

SUBCONTRACTOR NAME SUBCONTRACTOR ADDRESS CITY, STATE ZIP WA CONTRACTORS STATE ID #	WALLA WALLA PUBLIC SCHOOLS TEACHER AND ADMINISTRATION BUILDING ATTN: Dr. Wade Smith, Superintendent 364 S. PARK ST. WALLA WALLA, WASHINGTON 99362
	RFP PROPOSAL WALLA WALLA HIGH SCHOOL RENOVATION PROJECT BID PACKAGE 4 (E-RATE) 470 #210000161 – CAMPUS WIDE RENOVATIONS BID ITEM#

SECTION 5 | GENERAL REQUIREMENT SPECIFICATIONS

The following items will become part of all subcontracts. Please read them carefully.

5.1 | LAYDOWN, STAGING AREAS, MATERIALS, DELIVERIES

- (A) The subcontractor shall be responsible for material handling to site.
- (B) There is very limited laydown area (refer to Preliminary Site Utilization Plan, Section 8). This must be taken into consideration when bidding and planning the project as the dedicated laydown area is “just in time” material. If offsite staging/storage of material is required, it must be accounted for in the subcontractor’s pricing.
- (C) If materials arrive prior to scheduled delivery date, onsite storage must be coordinated with Jackson Contractor Group. Bidders may be responsible for offsite storage at their expense depending on duration and amount of materials.
- (D) All materials, tools, equipment stored inside the construction area or in the existing building will be on wheels so that they can be easily moved when required. Subcontractors must ensure they have material management carts for their tools and materials.
- (E) Subcontractor is advised to submit for approval by GC/CM location and quantity of all equipment and materials to be delivered/stored onsite including the duration of the storage. GC/CM reserves the right to direct Subcontractor to relocate any equipment and materials at the subcontractor’s expense.
- (F) All traffic control (i.e. flagmen, etc.) will be provided by Subcontractor for their deliveries.

5.2 | FORKLIFT SUPPLIED BY GC/CM

- (A) Due to limited onsite space for equipment, a telehandler/forklift will be provided by the GC/CM for use by subcontractors onsite. Use of the forklift by the subcontractor is subject to the following:
 1. Forklift is for material loading/unloading/handling outside the building within the main construction support area. Forklift is not intended for use within the building or areas outside the main construction support area.
 2. Subcontractor personnel operating the forklift must be certified to do so. If the subcontractor does not have onsite personnel certified to operate the forklift, GC/CM will provide an operator at an hourly rate to be paid to GC/CM by subcontractor.
 3. Subcontractor must sign a rental agreement prior to use.
 4. Subcontractor must schedule the use of the telehandler with GC/CM to reserve it’s use in advance. Otherwise, use of forklift will be on a first-come, first-serve basis.

5.3 | JOBSITE ORIENTATION AND BADGING

- (A) All subcontractor employees are required to check in with the GC/CM and are to complete jobsite orientation and badging at the jobsite office prior to being allowed to work onsite.

5.4 | CLEANUP & HOUSEKEEPING

- (A) Subcontractor is to keep their debris picked up on a constant basis.
- (B) The subcontractor will make arrangements to remove from the work area all debris, cartons, crates and boxes at the end of each day while onsite. The debris will be deposited in the disposal container as furnished by the Construction Manager.
- (C) Should you fail or refuse to perform cleanup, the Construction Manager shall cause this work to be performed by others and the entire cost thereof, plus handling charges for removal to the dump, will be assessed against the party responsible. One day’s verbal notice to the subcontractor’s field

foreman or leadman will be given. The decision of the Construction Manager shall be final in determining when the safety and good order of the project requires cleanup to be performed.

5.5 | SAFETY

- (A) Subcontractor agrees to abide by all aspects of the GC/CM safety program.
- (B) Subcontractor shall comply with OSHA law that requires any and all suppliers or manufacturers to supply a Safety Data Sheet (SDS) for products used on the above-mentioned job prior to beginning their scope of work. The Construction Manager will be making periodic requests for this information as required. Subcontractor agrees to comply with these requirements in a timely manner.
- (C) Subcontractor shall supply a site-specific safety plan prior to beginning their scope of work.
- (D) High visibility safety vests or t-shirts must always be worn by employees while on the jobsite.
- (E) Safety violations will be enforced financially as follows:
 - 1st Offence – written warning sent to Subcontractor office
 - 2nd Offence – written violation and \$50.00 penalty to be deducted from progress payment or retention.
 - 3rd Offence – written violation and \$100.00 penalty to be deducted from progress payment or retention.Additional Offences will result in written violations and escalating penalties.
Violations are not per employee; they are per company.
Repeat offenders will be removed at the Construction Managers discretion.
- (F) Subcontractor agrees that if in the performance of this subcontract it becomes necessary, convenient or advisable to remove, replace or interfere with any safety devices or controls installed by the contractor or other subcontractor; Subcontractor will replace or restore such devices or controls at their expense. In the event such safety devices or controls are not so replaced or restored, Subcontractor agrees to reimburse the contractor for doing so on the Subcontractor's account.
- (G) Radios, music players and/or earbuds are not allowed onsite at any time.

5.6 | ONSITE DOCUMENTATION REQUIREMENTS

- (A) All Subcontractors shall be required to submit the previous day's Daily Report by 10AM each day. Report will confirm craft numbers onsite, areas worked, safety issues, material received and construction challenges. The Daily Report does not constitute formal notice to Jackson Contractor Group, Inc. of change in the contract.

5.7 | TEMPORARY FACILITIES/MEASURES

- (A) Telephone and data service, temporary fences (other than the perimeter project fence), barricades, field office, field office electricity and drinking water will not be provided by GC/CM. Subcontractor/vendor is responsible for these temporary facilities/measures.

5.8 | DESIGNATED AREAS

- (A) Food will not be allowed inside the building except for designated eating areas.
- (B) Break room and eating area will be designated by site supervisor, as necessary. Subcontractors are responsible for cleaning and removing waste from the area daily.
- (C) Parking for construction labor will only be allowed in the designated parking area (reference Section 10, Preliminary Site Utilization Plan).

5.9 | SCHEDULING & COORDINATION

- (A) The Construction Manager and/or Project Superintendent will schedule a weekly coordination meeting with all subcontractors and major material suppliers to review job progress, resolve problems and disseminate information concerning schedules, changes or any other matters of general information. Attendance is mandatory. Failure of subcontractor to attend regularly scheduled meetings will not relieve the subcontractor of its responsibility to perform work or otherwise comply with instructions given out during these meetings.
- (B) Pursuant to Provisions of the subcontract, an essential subcontract requirement shall be the completion of work activities within the project milestones provided in the Project Schedule (reference Section 9 for Preliminary Schedule). Subcontractor must review the work to familiarize itself with the time required for construction and recognize the possibility of multiple move-ins, overtime, and shift work to complete its scope of work as required by the project schedule. If Subcontractor fails to meet scheduled milestones, Construction Manager shall have the right to require additional manpower and/or multiple shift work of the subcontractor at no cost to the Construction Manager until the delayed activity has been corrected. Subcontractor will also be responsible for the cost of accelerating subsequent trades if required by the Subcontractor's failure to meet schedule requirements.
- (C) Coordination with other trades will be the responsibility of the Subcontractor. Subcontractor shall provide coordination drawings as required. Interference due to lack of complete coordination will be the responsibility of each subcontractor with the other trades before they affect the construction progress.
- (D) A daily huddle will be held with all foreman on-site at 7:15 every day in the Jackson trailer to review the previous day's work activities and plan for the current day and discuss any deviations in the weekly schedule. This meeting will take 20 minutes per day.
Please plan for this in your bid as attendance is required.

5.10 | SITE CONDITIONS

- (A) Subcontractor is responsible for acceptance of their work area prior to the commencement of their work in that area. The specifications require all unimproved portions of the site to be returned to the condition the site was in prior to the start of any work. All debris, whether on the surface or below, must be removed.

5.11 | SPECIFICATION/DRAWING NOTES & DETAILS

- (A) Subcontractor is responsible for all notes and details, regardless of what area of the plans or specifications the note and/or detail is found.

5.12 | CHANGE ORDERS

- (A) All change orders must be processed in a timely manner change orders for e-rate eligible items must be submitted at least 14 days in advance to accommodate a service substitution request and must be submitted in full analytical detail as required by the Construction Manager.

5.13 | COVID-19

- (A) Subcontractors are responsible for adhering to all COVID-19 related safety precautions issued by the Washington State Governor and Jackson Contractor Group throughout the duration of construction, including but not limited to: Gloves, face masks, health screenings and social distancing (in addition to PP&E required by Jackson).

(B) Subcontractors shall not include in their price costs due to delays or shutdowns as a direct result of COVID-19. Costs associated with said impacts will be negotiated on a case by case basis in a fair manner.

5.14 | QUALITY CONTROL

(A) Subcontractor is responsible for attending preparatory meetings (pre-install meetings) in advance of their scope of work starting on site. Coordinating a meeting date for the installation crew's foreman to be on site prior to the start of subcontractor's work is a requirement. This is the first step in Jackson's Quality Control Program, which covers the following including but not limited to: the plan for this scope of work, the schedule/durations, the submittals, pertinent RFI's, change events, and specifications for this scope of work. The following steps include but are not limited to: initial inspection (verifying initial work put in place matches the expectations discussed in the preparatory meeting), follow up inspections (continual verification of work put in place) and final inspections (verifying work is completed before the subcontractor leaves the site and/or before the next scope of work begins). Jackson utilizes observations in Procore to track work deficiencies. Subcontractors will be given the list of their open observations weekly at the subcontractor meeting and time frames for rectifying deficiencies will be agreed upon.

SECTION 6 | SAMPLE SUBCONTRACT AGREEMENT

E-Rate contractor will be expected to perform the e-rate contract work under the supervision and management of Jackson Contractor Group as the Owner's General Contractor/Construction Manager (GCCM). As such, e-rate contractor will be expected to abide by the terms of the GCCM subcontract agreement.

See attached template agreement between subcontractor and GCCM.

SECTION 7 | PRELIMINARY SCHEDULE

See attached.

Successful E-Rate proposer shall follow USAC's procurement, installation, and invoicing allowed dates and schedules that fit in line with the overall larger campus wide project schedule. Proposer shall inform the GCCM of these dates and any discrepancies or conflicts that might occur during the course of construction.

SECTION 8 | PRELIMINARY SITE UTILIZATION PLAN

See attached.

SECTION 9 | PRELIMINARY LOGISTICS/SWPPP PLAN

See attached.

SECTION 10 | CODE OF CONSTRUCTION CONDUCT POLICY

INTRODUCTION

At Jackson Contractor Group, Inc., reputation is what sets us apart. We are in the business of building our reputation and it shows in each and every project, and we understand that the people we work with make our company a success. We are dedicated and committed to fostering strong relationships with our clients, subcontractor's employees and our community.

Jackson Contractor Group, Inc. and [Walla Walla Public Schools](#) take the protection and safety of its students, faculty, visitors and employees to its utmost importance. Unfortunately, we live in a time where the protection of children and staff must be taken seriously and thus the reason for creating a 'Code of Construction Conduct' that we all must abide by. The rules listed herein affect all persons or firms associated with the design and construction of the [Walla Walla High School – Infrastructure](#).

Failure to adhere by these rules may result in temporary suspension and/or permanent removal of the person(s) responsible. [Walla Walla Public Schools](#) will have the ultimate and final determination as to the extent of the suspension/termination. These rules will help provide the following assurances, for everyone involved:

- Protection of students and staff for their safety.
- Protection of the construction employees and false accusations.
- Reassurance to parents, staff and community that an effective protection system has been established and is being implemented.

REGISTERED FELONS & SEX OFFENDERS

Background checks will be performed on all personnel working on the construction site. *No person who has been convicted of child abuse, violent offense, drug related issues or is a registered sex offender will be allowed to work onsite.* All employers will need to provide a signed background check certification form providing the names of all employees expected to perform work on the project that shall acknowledge these employees have cleared a background check. No exception and no further explanation are required.

STUDENT INTERACTION

No contact or interaction with students is allowed unless a staff member of the school is present. No students are allowed on the construction site unless accompanied by a Jackson Contractor Group employee and a school staff member.

STAFF INTERACTION

No contact or interaction with staff or administration is allowed unless it is in the context of a controlled meeting environment.

HARRASSMENT

Discrimination and harassment in any form or for any reason, including without limitation to, sexual harassment, are prohibited. This includes, but is not limited to, lewd comments, leering, offensive clothing and whistling. Elimination of contact with staff and students will decrease the likelihood for any issues. This is also in accordance with State Law.

VISUAL IDENTIFICATION

Every construction employee and visitor involved with the construction activities shall be required to wear, when on site, a high visibility shirt or vest identifying the individual as the part of the construction team. Everyone who will spend time on site will also be required to attend the Construction Manager's orientation prior to proceeding on the jobsite. The code of conduct will be reviewed at this time. Each employee, subcontractor or visitor will be hardhat sticker identifying they have successfully completed this orientation.

VISITORS

All visitors must check in at the Jackson Contractor Group, Inc. construction trailer.

SMOKING, ALCOHOL AND ILLEGAL DRUGS

In accordance with school policy and Washington State Law, no smoking or vaping or tobacco of any type, alcohol, marijuana or illegal drugs will be allowed on school property. Violators will be reported immediately to local law authorities.

FIREARMS

No firearms are allowed on school grounds at any time. Violators will be reported immediately to local law authorities.

LANGUAGE & LOUD MUSIC

Loud or offensive music or language is not allowed and must be discontinued immediately upon the offending party being notified.

SELF-REPORTING

If you are accused of any of these violations or if there is any question about a specific circumstance or situation, immediately report the incident to circumstance to the Construction Manager.

SITUATION REPORTED BY OTHERS

In the even that an alleged incident is reported to the school by a student, parent, staff member or any other observer, the named party will be suspended form onsite duties until the issue is fully resolved.

ZERO-TOLERANCE POLICY

The school reserves the right to refuse access to the site of any person either accused or found guilty of a breach of any of the listed rules of conduct.

ACCOUNTABILITY

Every person engaged in any onsite work of this project must be issued a copy of these rules and acknowledge, in writing, that they have fully read and understand them. Each employer is required to provide the name and signature of every employee expected to perform work or visit the site. The school reserves the right to spot check any person on the site and have them immediately removed from the school property if their name does not appear on the background check certification list.

SUMMARY

If you are accused or have been reported by a student, parent, staff member or any other observer, the named individual(s) shall be suspended indefinitely from all onsite construction activities until fully resolved. Jackson Contractor Group, Inc. and the [Walla Walla Public Schools](#) reserve the right to refuse access to the construction site and school grounds of any person either accused or found guilty of any of the rules listed herein.

Each employer is required to provide the name and signature of every employee expected to perform work or visit the site on the provided form. Signature of the employee represent the acknowledgment that they have been issued a copy of these rules and have fully read and understood them. *The signature also represents that a background check has been performed and the employee is clear of previous history involving child abuse, violent offenses, sexual offenses or drug related offenses.* Staff that have been properly routed through the background check and have signed off on the code of conduct will be issued an identifying badge to be easily identified.

Thank you for your cooperation regarding this important matter.

SECTION 11 | BACKGROUND CHECK PROCESS

PROCESS & INFORMATION

Background checks will be performed on all personnel working on the construction site. *No person who has been convicted of child abuse, violent offence, drug related issues or is a register sex offender will be allowed to work onsite.*

All employees expected to perform work on site will need to legibly provide the necessary information to Reed & Albert Investigations, LLC (or approved alternate entity) on the attached Code of Conduct Acknowledgement Form after consenting to the job specific Code of Construction Conduct. Employees, or Employers, are responsible to pay the fee of \$20.00 per background check to Reed & Albert Investigations, LLC (or approved alternate entity). If multiple employees will be present throughout the project, the Employer is to fill out the attached Multi-Employee Background Check information sheet in addition to the completed Background Check Acknowledgement Form.

Jackson Contractor Group will receive a nondisclosure form from Reed & Albert Investigations, LLC (or approved alternate entity) with limited personal information, notifying a pass or fail of the completed background check(s).

Jackson Contractor Group Inc. and [Walla Walla Public Schools](#) reserve the right to refuse access to the construction site and school grounds of any person either accused or found guilty of any of the rules listed in the Code of Construction Conduct.

All questions shall be referred to the site Project Manager, [Rylan Oakland](#), at rylano@jacksoncontractorgroup.com. Thank you for your cooperation regarding this matter.

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