



**Invitation to Bid (ITB) for  
Golf Course Chemicals**

**Solicitation Number:** 10089623-20-G  
**Solicitation Issue Date:** November 12, 2019  
**Pre-Bid Conference:** N/A  
**Questions and Comments Due:** November 18, 2019 @ 12:00 p.m.  
**Bid Due Date and Time ("Closing Date"):** November 27, 2019 @ 3:00 p.m.  
**Contract Terms:** Until completion of the Scope of Work as defined in Article I, Section 1.2 of the City's General Contract Terms and Conditions.

**City Contact:** Jerry G. Gibbs  
Procurement Contracting Officer  
1200 Third Avenue, Suite 200  
San Diego, California 92101  
JGGibbs@sandiego.gov  
(619) 236-5510

**Submissions:** Bidder is required to provide three (3) originals and one (1) electronic copy (e.g. thumb drive or CD) of their response as described herein.



**TIM ROTH, PCA**  
Sales Representative  
431 Daisy Lane  
San Marcos, CA 92078  
E tim.roth@target-specialty.com  
P 800 237 5233  
C 619 813 5908

target-specialty.com

Completed and signed ITB signature page is required, with most recent addendum listed as acknowledgement of all addenda issued.

**Note: Emailed submissions will not be accepted.**

**CITY OF SAN DIEGO**

**PURCHASING & CONTRACTING DEPARTMENT**

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

**ADDENDUM A**

ITB No. 10089623-20-G

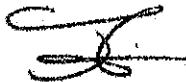
ITB Closing Date: November 27, 2019  
@3:00p.m.

Bid for furnishing the City of San Diego with Gold Course Chemicals.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. ~~Delete~~ the original Invitation to Bid Signature Page 4 and ~~replace~~ with the attached Addendum A Invitation to Bid Signature Page 4.
2. ~~Delete~~ the original Exhibit B, Pricing Pages 8, 9, 10, 12, 15 and 17 ~~replace~~ with the attached Addendum A, Exhibit B, Pricing Pages 8, 9, 10, 12, 15 and 17 (NOTE: Changes made are in bold.)

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT



Jerry Gibbs  
Associate Procurement Contracting Officer  
(619)236-5510

November 20, 2019

**CONTRACT RESULTING FROM INVITATION TO BID NUMBER 10089623-20-G, CHEMICAL  
FOR PARK AND RECREATION GOLF DIVISION**

This Contract (Contract) is entered into by and between the City of San Diego, a municipal corporation (City), and the successful bidder to Invitation to Bid (ITB) # 10089623-20-G (Contractor).

**RECITALS**

On or about 11/12/2019 City issued an ITB to prospective bidders for chemicals for golf facilities to be provided to the City. The ITB and any addenda and exhibits thereto are collectively referred to as the "ITB." The ITB is attached hereto as Exhibit A.

City has determined that Contractor has the expertise, experience, and personnel necessary to provide the goods.

City wishes to retain Contractor to provide chemicals for the City of San Diego Park and Recreation Department's Golf Division at various golf facilities as further described in the Scope of Work, attached hereto as Exhibit B. (Goods)

For good and valuable consideration, the sufficiency of which is acknowledged, City and Contractor agree as follows:

**ARTICLE I  
CONTRACTOR SERVICES**

**1.1 Scope of Work.** Contractor shall provide the Goods to City as described in Exhibit B (Scope of Work) which is incorporated herein by reference. Contractor will submit all required forms and information described in Exhibit A to the Purchasing Agent before providing Goods.

**1.2 General Contract Terms and Provisions.** This Contract incorporates by reference the General Contract Terms and Provisions, attached hereto as Exhibit C.

**ARTICLE II  
DURATION OF CONTRACT**

**2.1 Term.** This Contract shall be for a period of five (5) years beginning on the Effective Date. The Term of this Contract shall not exceed five years unless approved by the City Council by ordinance.

**2.2 Effective Date.** This Contract shall be effective on the date it is executed by the last Party to sign the Contract, and approved by the City Attorney in accordance with San Diego Charter Section 40.

**ARTICLE III  
COMPENSATION**

**3.1 Amount of Compensation.** City shall pay Contractor for delivery of all goods and performance of all services in accordance with this Contract in an amount not to exceed an amount in accordance with the Pricing Page(s) set forth in Exhibit B.

**ARTICLE IV  
WAGE REQUIREMENTS**

**4.1** Reserved

**ARTICLE V  
CONTRACT DOCUMENTS**

**5.1 Contract Documents.** The following documents comprise the Contract between the City and Contractor: this Contract and all exhibits thereto; the Notice to Proceed; and the City's written acceptance of exceptions, clarifications, or addenda to the ITB, if any.

**5.2 Contract Interpretation.** The Contract Documents completely describe the goods and services to be provided. Contractor will provide any goods or services that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for or identified in the Contract Documents. Words or phrases which have a well-known technical or construction industry or trade meaning and are used to describe the goods and services will be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents.

**5.3 Precedence.** Inconsistent provisions in the Contract Documents must be interpreted to avoid conflict and promote consistency. Provisions with varying degrees of stringency are not to be interpreted as inconsistent; rather, the most stringent provision controls. To otherwise resolve conflicts resulting from errors or discrepancies in any of the Contract Documents, the Parties will use the order of precedence set forth below. With 1st being the highest, the document highest in the order of precedence controls. The order of precedence is:

- 1st Any properly executed amendment to the Contract (most recent controls), and attachments thereto;
- 2nd Addenda to any section of the ITB (most recent controls). If dated earlier than a City's written acceptance of exceptions or clarifications addressing the same subject, then subordinate to such written acceptance;
- 3rd The City's written acceptance of any exceptions or clarifications to the ITB (most recent controls);
- 4th Contractor's Pricing Page(s), as written at the time of City's execution of the Contract;

- 5th The original ITB;
- 6th City's General Contract Terms and Provisions; and
- 7th Any Contract Documents not mentioned above.

**5.4 Counterparts.** This Contract may be executed in counterparts which, when taken together, shall constitute a single signed original as though all Parties had executed the same page.

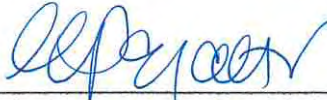
**5.5 Public Agencies.** Other public agencies, as defined by California Government Code section 6500, may choose to use the terms of this Contract, subject to Contractor's acceptance. The City is not liable or responsible for any obligations related to a subsequent Contract between Contractor and another public agency.

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

CITY OF SAN DIEGO  
A Municipal Corporation

Target Specialty Products  
Bidder

BY: 


431 Daisy Lane  
Street Address

Print Name: Kristina Peralta  
Director  
Purchasing & Contracting Department

San Marcos, Ca 92078  
City  
Tim Roth cell: 619-813-5908  
office: 760-471-3340  
Telephone No.

5 FEB 2020  
Date Signed

tim.roth@target-specialty.com  
E-Mail


BY:   
Signature of Bidder's Authorized Representative

Tim Roth  
Print Name

Sales Rep  
Title

Nov 22 2019  
Date

Approved as to form this 11<sup>th</sup> day of  
February, 2020.  
MARA W. ELLIOTT, City Attorney

BY:   
Deputy City Attorney

**Addendum A**  
**November 19, 2019**

**EXHIBIT A  
INSTRUCTIONS AND BID REQUIREMENTS**

**A. BID SUBMISSION**

**1. Timely Bid Submittal.** Bids must be submitted as described herein to the Purchasing & Contracting Department (P&C).

**1.1 Reserved.**

**1.2 Paper Bids.** The City will accept paper bids in lieu of eBids. Paper bids must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed bids will not be accepted.

**1.3 Bid Due Date.** Bids must be submitted prior to the Closing Date indicated in the eBidding System. E-mailed and/or faxed bids will not be accepted.

**1.4 Reserved.**

**1.4.1 Reserved.**

**1.5 Questions and Comments.** Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all bidders who are on record as having received this ITB via its eBidding System. No oral communications can be relied upon for this ITB. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this ITB.

**1.6 Contact with City Staff.** Unless otherwise authorized herein, bidders who are considering submitting a bid in response to this ITB, or who submit a bid in response to this ITB, are prohibited from communicating with City staff about this ITB from the date this ITB is issued until a contract is awarded.

**2. Submission of Information and Forms.**

**2.1** Exceptions requested by bidder, if any. The bidder must present written factual or legal justification for any exception requested to the Scope of Work, Contract, or the Exhibits. Any exceptions to the Contract that have not been accepted by the City in writing are deemed rejected. The City, in its sole discretion, may accept some or all of bidder's exceptions, reject bidder's exceptions and deem the bid non-responsive, or award the Contract without bidder's proposed exceptions.

**2.2** In order to be considered, each bidder must submit:

**2.2.1** The Contractor Standards Pledge of Compliance Form.

**2.2.2** Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions.

**2.2.3** Reserved

**2.2.4** Licenses as required in Exhibit B.

**2.2.5** Manufacturer's Price List.

**2.2.6** Additional Information as required in Exhibit B.

**2.2.7** Reserved

**2.2.8** Reserved

**2.2.9** One copy of the safety data sheet (SDS) for each product bid. Only those products whose label and MSDS clearly state the contents, hazard potential, and protective measures required shall be considered for purchase.

**3. Bid Review.** Bidders are responsible for carefully examining the ITB, the Scope of Work, this Contract, and all documents incorporated into the Contract by reference before submitting a bid. If selected for award of contract, bidder shall be bound by same unless the City has accepted bidder's exceptions, if any, in writing.

**4. Addenda.** The City may issue addenda to this ITB as necessary. All addenda are incorporated into the Contract. The bidder is responsible for determining whether addenda were issued prior to a bid submission. Failure to respond to or properly address addenda may result in rejection of a bid.

**5. Quantities.** The estimated quantities provided by the City are not guaranteed. These quantities are listed for informational purposes only. Quantities vary depending on the demands of the City. Any variations from the estimated quantities shall not entitle the bidder to an adjustment in the unit price or any additional compensation.



**6. Quality.** Unless otherwise required, all goods furnished shall be new and the best of their kind.

**6.1 Items Offered.** Bidder shall state the applicable trade name, brand, catalog, manufacturer, and/or product number of the required good, if any, in the bid.

**6.2 Brand Names.** Any reference to a specific brand name in a solicitation is illustrative only and describes a component best meeting the specific operational, design, performance, maintenance, quality, or reliability standards and requirements of the City. Bidder may offer an equivalent or equal in response to a brand name referenced (Proposed Equivalent). The City may consider the Proposed Equivalent after it is subjected to testing and evaluation which must be completed prior to the award of contract. If the bidder offers an item of a manufacturer or vendor other than that specified, the bidder must identify the maker, brand, quality, manufacturer number, product number, catalog number, or other trade designation. The City has complete discretion in determining if a Proposed Equivalent will satisfy its requirements. It is the bidder's responsibility to provide, at their expense, any product information, test data, or other information or documents the City requests to properly evaluate or demonstrate the acceptability of the Proposed Equivalent, including independent testing, evaluation at qualified test facilities, or destructive testing.

**7. Modifications, Withdrawals, or Mistakes.** Bidder is responsible for verifying all prices and extensions before submitting a bid.

**7.1 Modification or Withdrawal of Bid before Bid Opening.** Prior to the Closing Date, the bidder or bidder's authorized representative may modify or withdraw the bid by providing written notice of the bid modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

**7.2 Bid Modification or Withdrawal of Bid After Bid Opening.** Any bidder who seeks to modify or withdraw a bid because of the bidder's inadvertent computational error affecting the bid price shall notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The bidder shall provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the bidder to prove the inadvertent error. If, as a result of a bid modification, the bidder is no longer the apparent successful bidder, the City will award to the newly established apparent successful bidder. The City's decision is final.

**8. Incurred Expenses.** The City is not responsible for any expenses incurred by bidders in participating in this solicitation process.

**9. Public Records.** By submitting a bid, the bidder acknowledges that any information submitted in response to this ITB is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the bidder submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the bidder to provide to the City the specific

legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. Rather, the bidder must provide a specific and detailed legal basis, including applicable case law that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the bidder does not provide a specific and detailed legal basis for requesting the City to withhold bidder's confidential or proprietary information at the time of bid submittal, City will release the information as required by the CPRA and bidder will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the bidder's obligation to defend, at bidder's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the bidder's request. Furthermore, the bidder shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at bidder's request. Nothing in the Contract resulting from this bid creates any obligation on the part of the City to notify the bidder or obtain the bidder's approval or consent before releasing information subject to disclosure under the CPRA.

**10. Right to Audit.** The City Auditor may access bidder's records as described in San Diego Charter section 39.2 to confirm contract compliance.

**B. PRICING**

**1. Fixed Price.** All prices shall be firm, fixed, fully burdened, FOB destination, and include any applicable delivery or freight charges, and any other costs required to provide the requirements as specified in this ITB.

**2. Taxes and Fees.** Taxes and applicable local, state, and federal regulatory fees should not be included in the price proposal. Applicable taxes and regulatory fees will be added to the net amount invoiced. The City is liable for state, city, and county sales taxes but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. All or any portion of the City sales tax returned to the City will be considered in the evaluation of bids.

**3. Escalation.** An escalation factor is not allowed unless called for in this ITB. If escalation is allowed, bidder must notify the City in writing in the event of a decline in market price(s) below the bid price. At that time, the City will make an adjustment in the Contract or may elect to re-solicit.

**4. Unit Price.** Unless the bidder clearly indicates that the price is based on consideration of being awarded the entire lot and that an adjustment to the price was made based on receiving the entire bid, any difference between the unit price correctly extended and the total price shown for all items shall be offered shall be resolved in favor of the unit price.

**C. BID OPENING.** All bids will be opened at, or immediately after, the time noticed for the bid opening in a location that is open to the public. No bidder or interested person will be

excluded from the bid opening. Where no member of the public is in attendance, at least one City officer or employee, in addition to the City employee opening the bids, will be present. Bid results will be announced in the presence of those attending. The name of the project will be audibly announced to those present followed by the name of the bidder, the name of the surety, the amount of the bond, if required, and the total amounts or unit amounts bid. Any person present shall have the right to ask the announcements be repeated or to ask that omitted data be supplied. Such requests will be honored to the extent they do not unreasonably delay or interfere with the bid opening procedure, as determined at the sole discretion of the City employee opening the bids.

#### **D. EVALUATION OF BIDS**

1. **Low Bid Award.** A contract will be awarded to the lowest responsible and responsive bidder.
2. **Additional Information.** The City may require bidder to provide additional written or oral information to clarify responses.
3. **Sustainable Materials.** Consistent with Council Policy 100-14, the City encourages use of readily recyclable submittal materials that contain post-consumer recycled content.
4. **Waiver of Defects and Technicalities.** The City may waive defects and technicalities in bids when to do so is in the City's best interests.
5. **Rejection of All Bids.** The City may reject any and all bids when to do so is in the City's best interests.

#### **E. ANNOUNCEMENT OF AWARD**

1. **Award of Contract.** The City will inform all bidders of its intent to award a Contract in writing.
2. **Obtaining Bid Results.** Bid results may be obtained by: (1) attending the bid opening; (2) e-mailing a request to the City Contact identified on the eBidding System; or (3) visiting the P&C eBidding System to review the bid results. To ensure an accurate response, requests should reference the Solicitation Number. Bid results will not be released over the phone.
3. **Multiple Awards.** City may award more than one contract by awarding separate items or groups of items to various bidders. The additional administrative costs associated with awarding more than one Contract will be considered in the determination.

**F. PROTESTS.** The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful bidders with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

**G. SUBMITTALS REQUIRED UPON NOTICE OF INTENT TO AWARD.** The successful bidder is required to submit the following documents to P&C within ten (10) business days from the date on the Notice of Intent to Award letter:

1. **Insurance Documents.** Evidence of all required insurance, including all required endorsements, as specified in Article VII of the General Contract Terms and Provisions.

2. **Taxpayer Identification Number.** Internal Revenue Service (IRS) regulations require the City to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide goods or services to the City. This information is necessary to complete Form 1099 at the end of each tax year. To comply with IRS regulations, the City requires each Contractor to provide a Form W-9 prior to the award of a Contract.

3. **Business Tax Certificate.** All businesses that contract with the City must have a current business tax certificate unless the City Treasurer determines the business is exempt.

4. **Reserved.**

5. **Reserved.**

The City may find the bidder to be non-responsive and award the Contract to the next responsible and responsive low bidder if the apparent successful bidder fails to timely provide the required information or documents.

**EXHIBIT B  
SCOPE OF WORK**

**A. BID SPECIFICATIONS**

Contractor shall provide chemical products for the City of San Diego Park and Recreation Department's Golf Division (City) for the golf facilities located at:

Torrey Pines Golf Course (Torrey Pines)  
11480 North Torrey Pines Road  
San Diego, CA 92037

Balboa Park Golf Course (Balboa Park)  
2600 Golf Course Road  
San Diego, CA 92102

Mission Bay Golf Course (Mission Bay)  
North Mission Bay Drive  
San Diego, CA 92109

The quantities of the chemical products to be bid on are located within Section M. Pricing Pages, below, of this Exhibit B.

**B. LICENSES**

To provide the chemical products set forth in Section M Pricing Pages, below, of this Exhibit B, Contractor must hold a current Pest Control Advisor License (PCA License) to handle any chemical recommendations that may arise. The PCA License is administered through the California Department of Pesticide Regulation. Contractor must also hold a California Highway Patrol – Hazardous Materials Transportation License and a Pesticide Dealers License.

	License Number	Expiration Date	Licensee's Name
Pest Control Advisor Number	73295	12/31/2021	Tim Roth
California Highway Patrol – Hazardous Materials Transportation License	140199	4/30/2020	Rentokil North America Inc

	License Number	Expiration Date	Licensee's Name
Pesticide Dealers License	39045	12/31/2019	Target Specialty Products

Any bidder holding a different license who feels qualified to bid on this work must notify the City Contact in writing at least seven (7) days prior to the bid closing. After a thorough review of the proposed license substitution, the City will inform the bidder, in writing, of its decision to accept or reject the proposed license substitution prior to the bid closing. The City's decision is final.

**C. DELIVERIES**

Contractor shall make deliveries to Torrey Pines, Mission Bay and Balboa Park. Deliveries of chemicals can only take place from 5:30 am to 1:00 pm Monday through Friday. Contractor must notify the Golf Course Superintendent for each individual golf course at least twenty-four (24) hours in advance of deliveries. Contact information for each of the Golf Course Superintendents will be listed on the individual purchase orders.

City is not responsible for any shipped item until it is accepted by City at the designated delivery location. Delivery drivers shall follow Department Representative or designee instructions when unloading materials; this includes moving to specific locations within each golf course before unloading.

All deliveries must be accompanied by a delivery receipt which includes the price of the item(s) being delivered, and each delivery receipt must be signed by the individual City employee accepting delivery. All invoices or delivery receipts must reference applicable purchase order numbers and/or sub-order numbers.

Orders shall be delivered within ten (10) business days after receipt by Contractor of an order (verbal or written).

Notwithstanding the foregoing, emergency orders (which shall be stated to be such by City employees at the time of the order) shall be delivered within forty-eight (48) hours of each such request. City will pay reasonable handling charges, if required by Contractor, for such emergency orders.

In instances where Contractor cannot deliver within the specified delivery time, City reserves the right to obtain products, or an equivalent product(s), elsewhere and bill Contractor for the difference in cost between the Contractor's bid price and the emergency pricing paid by City. This requirement for Contractor to pay the difference in cost applies to routine product orders and emergency product orders.

**D. BACKORDERS**

Contractor shall ship items in the quantities shown on the purchase order. Backorders are unacceptable without prior City approval. Unauthorized backorders may be grounds for termination of this Contract by City, at City's sole discretion.

**E. RECYCLED MATERIAL CONTENT**

City Council Policy No. 100-14 allows for a \$5,000.00 price preference per contract for products which are made partially or fully from recycled material(s). This preference will be applied during the bid evaluation for each bid. Please submit proof, such as a Recycled Material Certificate, Safety Data Sheet, or other documentation with your bid.

Please specify the recycled material and the percentage of recycled material used (if any) in the product bid:

Type of recycled material: none

Percent of recycled material used: none

**F. SAFETY DATA SHEETS**

Bidders must submit, with their bids, one (1) copy of the Safety data sheet (SDS) for each product bid. Only those products whose label and SDS clearly state the contents, hazard potential and protective measures required shall be considered for purchase.

The Contractor will be required to include, with each shipment delivered to City, one (1) copy of the SDS for each product shipped. Failure to comply with this procedure set forth in this paragraph, may, at the City's sole discretion, be cause for termination of this Contract.

**G. REGULATORY REPORTING FOR CHEMICAL RELEASE OR THREATENED RELEASE**

Chemical releases or threatened releases, caused by Contractor on City property, and involving liquid or solid hazardous materials or hazardous waste shall be immediately assessed utilizing the San Diego County Department of Environmental Health's Assessment Form as a guide to determine if the incident requires regulatory reporting to the California Emergency Management Agency, County Department of Environmental Health, Hazardous Materials Division, the National Response Center and any other pertinent regulatory agency.

Contractor's failure to timely report a chemical release or threatened release shall subject Contractor to fines and penalties by the County of San Diego and any other pertinent regulatory agency.

Contractor shall immediately report to City any chemical releases or threatened releases involving liquid, or solid hazardous materials or hazardous waste.

Contractor shall be immediately contain, clean, and handle as hazardous waste at the Contractor's expense any chemical releases, caused by Contractor on City property, and any contaminated media (rags, absorbents, soil, etc.). Contractor shall handle as hazardous

waste any waste unless a complete hazardous waste analysis, as approved by City, is performed which determines the waste to be non-hazardous.

Contractor shall complete a Chemical Release Report Form or similar document and fax or transmit via electronic mail such document to the Contract Administrator and to other contacts as listed on the Chemical Release Report Form within four (4) hours of the occurrence of the chemical release for all incidents of hazardous materials or hazardous wastes in quantities equal to or exceeding five (5) gallons in quantity or for any size release that required regulatory reporting as determined by the San Diego County Department of Environmental Health's Assessment form. The ITB contains a blank Chemical Release Report Form as Exhibit D.

## **H. CONTRACTOR'S RESPONSIBILITIES**

### **1. Safety Requirements**

- a. Contractor shall perform all services and provide all goods pursuant to this Contract in such a manner as to provide maximum safety to the public and Contractor's employees, and Contractor shall comply with all safety provisions of this Contract and all applicable federal, state and local laws, rules and regulations. Contractor is responsible for abiding by all CAL OSHA requirements, including the labeling of containers. Bidders who have ten (10) or more employees shall have an injury/illness program as required by CAL OSHA. The Contract Administrator reserves the right to terminate orders to Contractor when unsafe or harmful acts are observed or reported relative to the performance of work under this Contract.
- b. It is the Contractor's responsibility to ensure that adequate warning signs are posted and all safety regulations are adhered to by Contractor's employees when performing all services and providing all goods pursuant to this Contract.
- c. Contractor shall provide to its employees all Personal Protective Equipment (PPE) and require its employees to properly use PPE at all times.

### **2. Damages**

- a. Contractor and its employees shall immediately report, to the Contract Administrator, any injuries, defects, leaks or any other problems or irregularities that arise out of Contractor's performance of any duties or obligations performed pursuant to this Contract.

### **3. Parking**

- a. Contractor shall obey all parking regulations while on City property and shall be solely responsible for any tickets or costs assessed against Contractor for failure to adhere to said parking regulations.

### **4. City Work Rules**

- a. Employees and agents of the Contractor shall, while on City property, comply with all City rules and regulations, including all direction from Department



Representative or assignee. Contractor shall acquaint itself with conditions and customs at the delivery sites so as not to interfere with City operations. Contractor shall not stop, delay, or interfere with City work schedule without the prior approval of the Contract Administrator.

**I. PAYMENTS WITHHELD**

In addition to Article III of the City's General Contract Terms and Provisions, the City may withhold payment for services/delivers not performed and for unsatisfactory or substandard work not corrected to the satisfaction of the Contract Administrator within the time specified. Such deductions shall not prevent the City from proceeding with termination of the Contract in accordance with Section 4.3 of the General Terms and Provisions of the Contract awarded to the Contractor.

The City may also withhold payment to such extent as may be necessary to protect the City from loss due to

1. Overpayment of invoices.
2. Claims filed against the City for damage caused by the bidder's acts or omissions, or reasonable evidence indicating probable filing of claims.
3. Repairs to City property, or other damages suffered by the City, required as a result of bidder's negligence to include labor, materials, and equipment.

**J. PAYMENT**

To receive payment, the Contractor is required to submit invoices to City of San Diego at the following address:

Account Clerk  
Attention: Daisy Salvador  
E-mail address: Dsalvador@sandiego.gov  
Park & Recreation – Golf Division  
2702 N. Mission Bay Dr.  
San Diego, CA 92109

**K. CONTRACT ADMINISTRATOR**

1. The Contract Administrator for this Contract is identified in the notice to proceed and will provide daily oversight of this Contract to ensure compliance to the scope of work and/or performance to Contract specifications. The Contract Administrator, or designee, is also responsible for oversight of all invoice payments and billing questions for Purchase Orders Issued under this Contract.
2. The Purchasing Agent shall be responsible for all contractual matters and is the only entity authorized to make changes of any kind to the Contract. The Contractor shall not rely upon any oral change from anyone, or a written request for change from someone other than the Purchasing Agent. All changes must be in writing and signed by the Purchasing Agent.

**L. MILL TAX / ASSESSMENT**

1. California assesses a fee on all pesticide sales at the point of first sale into the state. This fee must be included in the unit pricing in Section M (Pricing Pages).

For additional information please reference:

<https://www.cdpr.ca.gov/docs/mill/masesmnu.htm>

**M. PRICING PAGES**

**1. CITY'S ESTIMATED NEED**

The City estimates the total amount of compensation to Contractor for this Contract to be approximately \$1.5 million, however this amount is not guaranteed and in no case shall it exceed \$3 million without prior City Council approval.

Bidders are required to complete the following "pricing pages." Bidder must submit pricing for all items in the following "pricing pages" or bid may be deemed as non-responsive. Substitutions or alternatives may not be accepted and may result in bid being deemed as non-responsive.

All items classified by the manufacturer/bidder to be subject to agency pricing or minimum sales pricing must be quoted accordingly. Failure to provide current agency pricing or minimum sales pricing, as dictated by the Manufacturer at the time of the ITB Closing Date, may result in the proposal being deemed as non-responsive.

No volume discounts will be accepted.

The City intends to award one contract to the bidder with the lowest bid amounts in Sections A, B, C, D and E below whose bid meets all the requirements of this ITB. Unit prices shall be based on the Unit of Measure (U/M) as specified on the Pricing Page(s). Contract will be awarded by the entire lot.

**A. GOLF COURSE – FUNGICIDES**

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
1.	50	26 GT	Bayer	Iprodione	2.5 gal	\$ 235.33	\$ 11,766.50
2.	20	26019 Flo	Bayer	Iprodione	2.5 gal	\$ 75.12	\$ 1502.40
3.	30	26/36	Nufarm	Iprodione/Thiophanate methyl	2.5 gal	\$ 313.18	\$ 9395.40

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Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
4.	40	3336 F	Nufarm	Thiophanate methyl	2.5 gal	\$ 160.93	\$ 6437.20
5.	22	Affirm WDG	Nufarm	Polyoxin D	2.4 lb	\$ 246.19	\$ 5416.18
6.	6	Appear II	Syngenta	Potassium Phosphite	2 gal	\$ 284.06	\$ 1704.36
7.	2	Banner Maxx II	Syngenta	Propiconazole	1 gal	\$ 222.75	\$ 445.50
8.	7	Banner Maxx II	Syngenta	Propiconazole	10 gal	\$ 2145.70	\$ 15,019.90
9.	6	Banol	Bayer	Propamocarb	2.5 gal	\$ 983.43	\$ 5900.58
10.	5	Bayleton Flo	Bayer	Triadimefon	2.5 gal	\$ 1415.12	\$ 7075.60
11.	45	Briskway	Syngenta	Difenoconazole	1 gal	\$ 1384.18	\$ 62,301.60
12.	40	Chipco 26019	Bayer	Iprodione	2.5 gal	\$ 75.12	\$ 3004.80
13.	6	Chipco Signature	Bayer	Aluminum tris	5.5 lb	\$ 99.04	\$ 594.24
14.	1	Compass 50WG	Bayer	Trifloxystrobin	1 lb	\$ 306.96	\$ 306.96
15.	7	Concert II	Syngenta	Propiconazole/Chlorothaloni	2.5 gal	\$ 206.95	\$ 1448.65

Item No.	Est Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
16.	4	Cutless MEC	SePro	Flurprimidol	2.5 gal	\$ 983.48	\$ 3933.92
17.	100	Daconil Action	Syngenta	Chlorothalonil	2.5 gal	\$ 206.95	\$ 20,695.00
18.	12	Daconil Weatherstik	Syngenta	Chlorothalonil	2.5 gal	\$ 163.50	\$ 1962.00
19.	8	Divanem	Syngenta	Abamectin	.5 gal	\$ 1609.26	\$ 12,874.08
20.	4	Eagle 20EW	Corteva	Myclobutanil	1 gal	\$ 126.49	\$ 505.96
21.	6	Emerald	BASF	Boscalid	.49 lb	\$ 165.82	\$ 994.92
22.	7	Enclave	Qualipro	Chlorothalonil/Iprodione/ Thiophanate methyl/Tebuconazole	2.5 gal	\$ 235.74	\$ 1650.18
23.	8	Fame SC	FMC	Fluoxastrobin	64 oz	\$ 1220.99	\$ 9767.92
24.	2	Fiata Stressguard	Bayer	Mono- and di- potassium salts of phosphorous acid	2.5 gal	\$ 132.83	\$ 265.66
25.	38	Fore 80WP	Corteva	Mancozeb	6 lb	\$ 42.04	\$ 1597.52
26.	4	Headway	Syngenta	Azoxystrobin/Propiconazole	1 gal	\$ 447.53	\$ 1790.12
27.	5	Headway	Syngenta	Azoxystrobin/Propiconazole	10 gal	\$ 4352.70	\$ 21,763.50
28.	86	Heritage Action	Syngenta	Azoxystrobin	1 lb	\$ 340.25	\$ 29,261.50

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
29.	28	Heritage Action	Syngenta	Azoxystrobin	6 lb	\$	\$ Omit from bid
30.	4	Heritage WDG	Syngenta	Azoxystrobin	1 lb	\$ 330.03	\$ 1320.12
31.	6	Heritage WDG	Syngenta	Azoxystrobin	6 lb	\$ 1980.18	\$ 11,881.08
32.	2	Heritage TL	Syngenta	Azoxystrobin	1 gal	\$ 541.53	\$ 1083.06
33.	1	Heritage G	Syngenta	Azoxystrobin	30 lb	\$ 44.43	\$ 44.43
34.	2	Honor Intrinsic	BASF	Pyraclostrobin/Boscalid	3 lb	\$ 461.11	\$ 922.22
35.	7	Honor Intrinsic	BASF	Pyraclostrobin/Boscalid	36 lb	\$ 4114.91	\$ 28,804.37
36.	10	Indemnify	Bayer	Fluopyram	17.1 oz	\$ 1736.98	\$ 17,369.80
37.	1	Insignia SC Intrinsic	BASF	Pyraclostrobin	30.5 oz	\$ 449.57	\$ 449.57
38.	16	Insignia SC Intrinsic	BASF	Pyraclostrobin	2.5 gal	\$ 3064.15	\$ 49,026.40
39.	6	Instrata	Syngenta	Propiconazole/Chlorothaloni/Fludioxonil	2.5 gal	\$ 413.85	\$ 2483.10
40.	20	Interface Stressgard	Bayer	Iprodione/Trifloxystrobin	2.5 gal	\$ 399.75	\$ 7995.00
41.	30	Lexicon	BASF	Fluxapyroxad/Pyraclostrobin	21 oz	\$ 511.77	\$ 15,353.10
42.	22	Legacy	SePro	Flurprimidol/Trinexapac	2.5 gal	\$ 1004.63	\$ 22,101.86

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Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
43.	26	Medallion SC	Syngenta	Fludioxonil	1 gal	\$ 582.40	\$ 15,142.40
44.	18	Mirage Stressgard	Bayer	Tebuconazole	2.5 gal	\$ 466.17	\$ 8391.06
45.	6	Musketeer	SePro	Flurprimidol/Paclobutrazol/Trinexapac	2.5 gal	\$ 766.70	\$ 4600.20
46.	3	Pillar G Intrinsic	BASF	Pyraclostrobin/Triticonazole	30 lb	\$ 54.62	\$ 163.86
47.	2	Primo Maxx	Syngenta	Trinexapac	1 gal	\$ 296.31	\$ 592.62
48.	8	Primo Maxx	Syngenta	Trinexapac	10 gal	\$ 2799.60	\$ 22,396.80
49.	30	ProStar 70WP	Bayer	Flutolanil	3 lb	\$ 125.41	\$ 3762.3
50.	8	Protect DF	Nufarm	Mancozeb	6 lb	\$ 31.42	\$ 251.36
51.	36	Proxy	Bayer	Ethaphon	2.5 gal	\$ 69.84	\$ 2514.24
52.	11	Renown	Syngenta	Azoxystrobin/Chlorothalonil	2.5 gal	\$ 569.65	\$ 6266.15
53.	1	Secure	Syngenta	Fluazinam	.5 gal	\$ 324.41	\$ 324.41
54.	36	Secure	Syngenta	Fluazinam	2.5 gal	\$ 1576.05	\$ 56,737.80

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Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
55.	36	Secure Action	Syngenta	Fluazinam	2.5 gal	\$ 1660.35	\$ 59,772.60
56.	18	Segway	FMC	Cyazofamid	39.2 oz	\$ 415.00	\$ 7470.00
57.	4	Stellar	Nufarm	Fluopicolide/Propamocarb	104 oz	\$ 521.043	\$ 2084.17
58.	4	Subdue Maxx	Syngenta	Mefenoxam	1 gal	\$ 549.71	\$ 2198.84
59.	3	Tartan Stressgard	Bayer	Trifloxystrobin	2.5 gal	\$ 868.48	\$ 2605.44
60.	6	Tekken	PBI Gordan	Isofetamid/Tebuconazole	2.5 gal	\$ 337.50	\$ 2025.00
61.	9	Torque	Nufarm	Tebuconazole	1 gal	\$ 113.24	\$ 1019.16
62.	10	Traction	Nufarm	Fluazinam/Tebuconazole	2.5 gal	\$ 543.58	\$ 5435.80
63.	1	Trimmit 2SC	Syngenta	Paclobutrazol	2.5 gal	\$ 1085.65	\$ 1085.65
64.	3	Trinity	BASF	Triticonazole	2.5 gal	\$ 410.77	\$ 1232.31
65.	30	Velista	Syngenta	Penthiopyrad	22 oz	\$ 224.84	\$ 6745.20
66.	20	Wilco Grnd Squirrel Bait	Wilco	Diphacinone	4 lb	\$ 17.59	\$ 351.80
67.	6	Xzempiar	BASF	Fluxapyroxad	11.4 oz	\$ 217.06	\$ 1302.36
68.	45	Xzempiar	BASF	Fluxapyroxad	114 oz	\$ 1885.56	\$ 84,850.20



Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
<b>FUNGICIDES - TOTAL SECTION A:</b>							\$ 697,537.99

**B. GOLF COURSE - HERBICIDES**

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
69.	5	4-Speed XT	Nufarm	2,4-D/Triclopyr/Dicamba/Pyraflufen	2.5 gal	\$ 162.34	\$ 811.70
70.	14	Barricade 4FL	Syngenta	Prodiamine	1 gal	\$ 146.12	\$ 2045.68
71.	10	Certainty	Nufarm	Sulfosulfuron	1.25 oz	\$ 70.25	\$ 702.50
72.	2	Dimension 2EW	Corteva	Dithiopyr	2.5 gal	\$ 538.75	\$ 1077.50
73.	30	Drive XLR8	BASF	Quinclorac	.5 gal	\$ 39.10	\$ 1173.00
74.	5	Finale	BASF	Glufosinate-ammonium	2.5 gal	\$ 88.65	\$ 443.25

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Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
75.	8	Fusillade II	Syngenta	Fluazifop	1 qt	\$ 56.46	\$ 451.68
76.	11	Kerb SC T&O	Corteva	Pronamide	1 gal	\$ 280.00	\$ 3080.00
77.	70	Lontrel	Corteva	Clopyralid	1 qt	\$ 118.80	\$ 8316.00
78.	4	Pendulum AquaCap	BASF	Pendimethalin	2.5 gal	\$ 77.10	\$ 308.40
79.	5	Pendulum AquaCap	BASF	Pendimethalin	15 gal	\$ 766.31	\$ 3831.55
80.	4	Prosege	Nufarm	Halosulfuron	1.3 g	\$ 4.49	\$ 17.96
81.	8	Pylex	BASF	Topramezone	8 oz	\$ 395.60	\$ 3164.80
82.	10	Quicksilver	FMC	Carfentrazone	8 oz	\$ 109.18	\$ 1091.80
83.	24	Revolver	Bayer	Foramsulfuron	87 oz	\$ 601.30	\$ 14,431.20
84.	6	Reward	Syngenta	Diquat	1 gal	\$ 80.72	\$ 484.32

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
85.	2	Ronstar FLO	Bayer	Oxadiazon	2.5 gal	\$ 448.55	\$ 897.10
86.	80	Roundup Pro Max	Bayer	Glyphosate	1.67 gal	\$ 39.07	\$ 3125.60
87.	2	Sapphire	Corteva	Penoxsulam	1 gal	\$ 600.00	\$ 1200.00
88.	4	Sedge Hammer	Gowan	Halosulfuron	1.33 oz	\$ 40.72	\$ 162.88
89.	60	Speedzone Southern	PBI Gordon	2,4-D/Mecoprop/Dicamba/Carfentrazone	1 gal	\$ 52.27	\$ 3136.20
90.	7	Specticle FLO	Bayer	Indaziflam	1 gal	\$ 1707.60	\$ 11,953.20
91.	4	Specticle FLO	Bayer	Indaziflam	18 oz	\$ 251.35	\$ 1005.40
92.	4	Specticle G	Bayer	Indaziflam	50 lb	\$ 99.00	\$ 396.00
93.	3	Surflan A.S.	United Phosphorus Inc.	Oryzalin	2.5 gal	\$ 107.22	\$ 321.66

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
94.	4	Tower	BASF	Dimethenamid	2.5 gal	\$ 780.11	\$ 3120.44
95.	10	Turflon Ester Ultra	Corteva	Triclopyr	1 gal	\$ 81.00	\$ 810.00
96.	120	Weed Whacker Jet Spray	Monterrey Lawn & Garden	2,4-D	22 oz	\$ 4.01	\$ 481.20
<b>HERBICIDES - TOTAL SECTION B:</b>							\$ 68,041.02

**C. Insecticides**

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
97.	45	Acelepryn	Syngenta	Chlorantraniliprole	.5 gal	\$ 1033.51	\$ 46,507.95
98.	12	Acelepryn G	Syngenta	Chlorantraniliprole	25 lb	\$ 65.94	\$ 791.28
99.	2	Arena 50 WDG	Nufarm	Clothianidin	40 oz	\$ 610.75	\$ 1221.50

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
100.	3	Aria	FMC	Flonicamid	160 gram	\$ 112.34	\$ 337.02
101.	14	Meridian 25WG	Syngenta	Thiamethoxam	102 oz	\$ 521.22	\$ 7297.08
102.	16	Merit 75 WSP	Bayer	Imidacloprid	(x4)-1.6 oz / 6.4oz	\$ 14.32	\$ 229.12
103.	10	Merit .5 G	Bayer	Imidacloprid	30 lb	\$ 22.50	\$ 225.00
104.	400	Nuvan Prostrips	AMVAC	Dichlorvos	X3 Strips per bag	\$ 18.66	\$ 7464.00
105.	6	Onyx Pro	FMC	Bifenthrin	1 qt	\$ 87.67	\$ 526.02
106.	1	ProVaunt	Syngenta	Indoxacarb	72 oz	\$ 390.24	\$ 390.24
107.	3	ProVaunt	Syngenta	Indoxacarb	120 oz	\$ 871.20	\$ 2613.60
108.	6	Scimitar GC	Syngenta	Lamba-cyhalothrin	1 qt	\$ 126.79	\$ 760.74
109.	5	Talstar S	FMC	Bifenthrin	1 gal	\$ 32.58	\$ 162.90

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit Price	Extended Price Quantity x Price
<b>INSECTICIDES - TOTAL SECTION C:</b>							\$ 68,526.45

**D. GOLF COURSE – Miscellaneous**

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
110.	3	Foursome turf pigment	Quali-Pro	Green Dye	1 gal	\$ 119.00	\$ 357.00
111.	6	Green Lawnger turf colorant	BASF	Green Dye	1 gal	\$ 45.00	\$ 270.00
112.	10	Green Lawnger turf colorant	BASF	Green Dye	2.5 gal	\$ 108.91	\$ 1089.10
113.	6	Green Lawnger Transition HC colorant	BASF	Green Dye	1 gal	\$ 109.97	\$ 659.82
114.	10	Green Lawnger Vision Pro turf colorant	BASF	Green Dye	1 gal	\$ 100.97	\$ 1009.70

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
115.	10	Neutralize Dry tank cleaner	BASF	Soap	2 lb	\$ 9.00	\$ 90.00
116.	60	Nutra-Sol tank cleaner	BASF	Soap	2 lb	\$ 7.14	\$ 428.40
117.	25	Turf Mark spray indicator - blue	BASF	Blue Dye	2.5 gal	\$ 75.85	\$ 1896.25
118.	25	Turf Mark spray indicator - green	BASF	Green Dye	2.5 gal	\$ 92.20	\$ 2305.00
<b>MISC. - TOTAL SECTION D:</b>							\$ 8,105.27

**E. Rodenticide**

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
119.	20	Weevilcide	United Phosphorus Inc.	Aluminum Phosphide	500 Tablets	\$ 20.23	\$ 404.60
120.	24	Wilco Ground Squirrel Bait	Wilco	Diphacinone	4 lb	\$ 17.59	\$ 422.16

Item No.	Est. Annual Quantity	Chemical Name	Manufacturer	Active Ingredient	Container Size	Unit price	Extended Price Quantity x Price
<b>RODENTICIDE - TOTAL SECTION E:</b>							\$ 826.76

**F. PRICING SUMMARY**

Section	Description	Total Section Pricing
A.	GOLF COURSE - FUNGICIDES	\$ 697,537.99
B.	GOLF COURSE - HERBICIDES	\$ 68,041.02
C.	GOLF COURSE - INSECTICIDES	\$ 68,526.45
D.	GOLF COURSE - MISCELLANEOUS	\$ 8105.27
E.	GOLF COURSE - RODENTICIDE	\$ 826.76
<b>Total for Sections A, B, C, D &amp; E:</b>		<b>\$ 843,037.49</b>



**G. DISCOUNT OFF ALL CATALOGS PREVAILING PUBLISHED PRICE LIST**

1. City desires to purchase the products listed on the above pricing pages, as well as other products not specifically listed throughout the term of this Contract. As new items become available in the designated product lines, they too will become part of the Contract and will be subject to the same discount offered. Your most current catalog(s) price list will be used to determine pricing during the Term. Contractor shall provide price updates and catalogs as new items become available, or at any time they are updated.
  
2. Bidder shall indicate below the percentage discount off their catalog prevailing published price list at time of order that will apply for items not specifically listed. This information will not be considered in the award evaluation. (If product categories are not listed the City will interpret as the entire catalog is at any discount offered.)

<b>Product Category</b>	<b>Discount off Manufacturer List Price</b>	
Turf Fuel Liquids	25	%
Turf Fuel Wetting Agents	25	%
Turf Fuel granular fertilizers	15	%
		%



**THE CITY OF SAN DIEGO**  
**GENERAL CONTRACT TERMS AND PROVISIONS**  
**APPLICABLE TO GOODS, SERVICES, AND CONSULTANT CONTRACTS**

## ARTICLE I SCOPE AND TERM OF CONTRACT

**1.1 Scope of Contract.** The scope of contract between the City and a provider of goods and/or services (Contractor) is described in the Contract Documents. The Contract Documents are comprised of the Request for Proposal, Invitation to Bid, or other solicitation document (Solicitation); the successful bid or proposal; the letter awarding the contract to Contractor; the City's written acceptance of exceptions or clarifications to the Solicitation, if any; and these General Contract Terms and Provisions.

**1.2 Effective Date.** A contract between the City and Contractor (Contract) is effective on the last date that the contract is signed by the parties and approved by the City Attorney in accordance with Charter section 40. Unless otherwise terminated, this Contract is effective until it is completed or as otherwise agreed upon in writing by the parties, whichever is the earliest. A Contract term cannot exceed five (5) years unless approved by the City Council by ordinance.

**1.3 Contract Extension.** The City may, in its sole discretion, unilaterally exercise an option to extend the Contract as described in the Contract Documents. In addition, the City may, in its sole discretion, unilaterally extend the Contract on a month-to-month basis following contract expiration if authorized under Charter section 99 and the Contract Documents. Contractor shall not increase its pricing in excess of the percentage increase described in the Contract.

## ARTICLE II CONTRACT ADMINISTRATOR

**2.1 Contract Administrator.** The Purchasing Agent or designee is the Contract Administrator for purposes of this Contract, and has the responsibilities described in this Contract, in the San Diego Charter, and in Chapter 2, Article 2, Divisions 5, 30, and 32.

**2.1.1 Contractor Performance Evaluations.** The Contract Administrator will evaluate Contractor's performance as often as the Contract Administrator deems necessary throughout the term of the contract. This evaluation will be based on criteria including the quality of goods or services, the timeliness of performance, and adherence to applicable laws, including prevailing wage and living wage. City will provide Contractors who receive an unsatisfactory rating with a copy of the evaluation and an opportunity to respond. City may consider final evaluations, including Contractor's response, in evaluating future proposals and bids for contract award.

**2.2 Notices.** Unless otherwise specified, in all cases where written notice is required under this Contract, service shall be deemed sufficient if the notice is personally delivered or deposited in the United States mail, with first class postage paid, attention to the Purchasing Agent. Proper notice is effective on the date of personal delivery or five (5) days after deposit in a United States postal mailbox unless provided otherwise in the Contract. Notices to the City shall be sent to:

Purchasing Agent  
City of San Diego, Purchasing and Contracting Division  
1200 3rd Avenue, Suite 200  
San Diego, CA 92101-4195

### ARTICLE III COMPENSATION

**3.1 Manner of Payment.** Contractor will be paid monthly, in arrears, for goods and/or services provided in accordance with the terms and provisions specified in the Contract.

**3.2 Invoices.**

**3.2.1 Invoice Detail.** Contractor's invoice must be on Contractor's stationary with Contractor's name, address, and remittance address if different. Contractor's invoice must have a date, an invoice number, a purchase order number, a description of the goods or services provided, and an amount due.

**3.2.2 Service Contracts.** Contractor must submit invoices for services to City by the 10<sup>th</sup> of the month following the month in which Contractor provided services. Invoices must include the address of the location where services were performed and the dates in which services were provided.

**3.2.3 Goods Contracts.** Contractor must submit invoices for goods to City within seven days of the shipment. Invoices must describe the goods provided.

**3.2.4 Parts Contracts.** Contractor must submit invoices for parts to City within seven calendar (7) days of the date the parts are shipped. Invoices must include the manufacturer of the part, manufacturer's published list price, percentage discount applied in accordance with Pricing Page(s), the net price to City, and an item description, quantity, and extension.

**3.2.5 Extraordinary Work.** City will not pay Contractor for extraordinary work unless Contractor receives prior written authorization from the Contract Administrator. Failure to do so will result in payment being withheld for services. If approved, Contractor will include an invoice that describes the work performed and the location where the work was performed, and a copy of the Contract Administrator's written authorization.

**3.2.6 Reporting Requirements.** Contractor must submit the following reports using the City's web-based contract compliance portal. Incomplete and/or delinquent reports may cause payment delays, non-payment of invoice, or both. For questions, please view the City's online tutorials on how to utilize the City's web-based contract compliance portal.

**3.2.6.1 Monthly Employment Utilization Reports.** Contractor and Contractor's subcontractors and suppliers must submit Monthly Employment Utilization Reports by the fifth (5<sup>th</sup>) day of the subsequent month.

**3.2.6.2 Monthly Invoicing and Payments.** Contractor and Contractor's subcontractors and suppliers must submit Monthly Invoicing and Payment Reports by the fifth (5<sup>th</sup>) day of the subsequent month.

**3.3 Annual Appropriation of Funds.** Contractor acknowledges that the Contract term may extend over multiple City fiscal years, and that work and compensation under this Contract is contingent on the City Council appropriating funding for and authorizing such work and compensation for those fiscal years. This Contract may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. City is not obligated to pay Contractor for any amounts not duly appropriated and authorized by City Council.

**3.4 Price Adjustments.** Based on Contractor's written request and justification, the City may approve an increase in unit prices on Contractor's pricing pages consistent with the amount requested in the justification in an amount not to exceed the increase in the Consumer Price Index, San Diego Area, for All Urban Customers (CPI-U) as published by the Bureau of Labor Statistics, or 5.0%, whichever is less, during the preceding one year term. If the CPI-U is a negative number, then the unit prices shall not be adjusted for that option year (the unit prices will not be decreased). A negative CPI-U shall be counted against any subsequent increases in the CPI-U when calculating the unit prices for later option years. Contractor must provide such written request and justification no less than sixty days before the date in which City may exercise the option to renew the contract, or sixty days before the anniversary date of the Contract. Justification in support of the written request must include a description of the basis for the adjustment, the proposed effective date and reasons for said date, and the amount of the adjustment requested with documentation to support the requested change (e.g. CPI-U or 5.0%, whichever is less). City's approval of this request must be in writing.

## **ARTICLE IV SUSPENSION AND TERMINATION**

**4.1 City's Right to Suspend for Convenience.** City may suspend all or any portion of Contractor's performance under this Contract at its sole option and for its convenience for a reasonable period of time not to exceed six (6) months. City must first give ten (10) days' written notice to Contractor of such suspension. City will pay to Contractor a sum equivalent to the reasonable value of the goods and/or services satisfactorily provided up to the date of suspension. City may rescind the suspension prior to or at six (6) months by providing Contractor with written notice of the rescission, at which time Contractor would be required to resume performance in compliance with the terms and provisions of this Contract. Contractor will be entitled to an extension of time to complete performance under the Contract equal to the length of the suspension unless otherwise agreed to in writing by the Parties.

**4.2 City's Right to Terminate for Convenience.** City may, at its sole option and for its convenience, terminate all or any portion of this Contract by giving thirty (30) days' written notice of such termination to Contractor. The termination of the Contract shall be effective upon receipt of the notice by Contractor. After termination of all or any portion of the Contract, Contractor shall: (1) immediately discontinue all affected performance (unless the notice directs otherwise); and (2) complete any and all additional work necessary for the orderly filing of

documents and closing of Contractor's affected performance under the Contract. After filing of documents and completion of performance, Contractor shall deliver to City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Contractor in performing this Contract, whether completed or in process. By accepting payment for completion, filing, and delivering documents as called for in this section, Contractor discharges City of all of City's payment obligations and liabilities under this Contract with regard to the affected performance.

**4.3 City's Right to Terminate for Default.** Contractor's failure to satisfactorily perform any obligation required by this Contract constitutes a default. Examples of default include a determination by City that Contractor has: (1) failed to deliver goods and/or perform the services of the required quality or within the time specified; (2) failed to perform any of the obligations of this Contract; and (3) failed to make sufficient progress in performance which may jeopardize full performance.

**4.3.1** If Contractor fails to satisfactorily cure a default within ten (10) calendar days of receiving written notice from City specifying the nature of the default, City may immediately cancel and/or terminate this Contract, and terminate each and every right of Contractor, and any person claiming any rights by or through Contractor under this Contract.

**4.3.2** If City terminates this Contract, in whole or in part, City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, equivalent goods or services and Contractor shall be liable to City for any excess costs. Contractor shall also continue performance to the extent not terminated.

**4.4 Termination for Bankruptcy or Assignment for the Benefit of Creditors.** If Contractor files a voluntary petition in bankruptcy, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors, the City may at its option and without further notice to, or demand upon Contractor, terminate this Contract, and terminate each and every right of Contractor, and any person claiming rights by and through Contractor under this Contract.

**4.5 Contractor's Right to Payment Following Contract Termination.**

**4.5.1 Termination for Convenience.** If the termination is for the convenience of City an equitable adjustment in the Contract price shall be made. No amount shall be allowed for anticipated profit on unperformed services, and no amount shall be paid for an as needed contract beyond the Contract termination date.

**4.5.2 Termination for Default.** If, after City gives notice of termination for failure to fulfill Contract obligations to Contractor, it is determined that Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of City. In such event, adjustment in the Contract price shall be made as provided in Section 4.3.2. City's rights and remedies are in addition to any other rights and remedies provided by law or under this Contract.

**4.6 Remedies Cumulative.** City's remedies are cumulative and are not intended to be exclusive of any other remedies or means of redress to which City may be lawfully entitled in case of any breach or threatened breach of any provision of this Contract.

## **ARTICLE V ADDITIONAL CONTRACTOR OBLIGATIONS**

**5.1 Inspection and Acceptance.** The City will inspect and accept goods provided under this Contract at the shipment destination unless specified otherwise. Inspection will be made and acceptance will be determined by the City department shown in the shipping address of the Purchase Order or other duly authorized representative of City.

**5.2 Responsibility for Lost or Damaged Shipments.** Contractor bears the risk of loss or damage to goods prior to the time of their receipt and acceptance by City. City has no obligation to accept damaged shipments and reserves the right to return damaged goods, at Contractor's sole expense, even if the damage was not apparent or discovered until after receipt.

**5.3 Responsibility for Damages.** Contractor is responsible for all damage that occurs as a result of Contractor's fault or negligence or that of its' employees, agents, or representatives in connection with the performance of this Contract. Contractor shall immediately report any such damage to people and/or property to the Contract Administrator.

**5.4 Delivery.** Delivery shall be made on the delivery day specified in the Contract Documents. The City, in its sole discretion, may extend the time for delivery. The City may order, in writing, the suspension, delay or interruption of delivery of goods and/or services.

**5.5 Delay.** Unless otherwise specified herein, time is of the essence for each and every provision of the Contract. Contractor must immediately notify City in writing if there is, or it is anticipated that there will be, a delay in performance. The written notice must explain the cause for the delay and provide a reasonable estimate of the length of the delay. City may terminate this Contract as provided herein if City, in its sole discretion, determines the delay is material.

**5.5.1** If a delay in performance is caused by any unforeseen event(s) beyond the control of the parties, City may allow Contractor to a reasonable extension of time to complete performance, but Contractor will not be entitled to damages or additional compensation. Any such extension of time must be approved in writing by City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the performance; inability to obtain materials, equipment or labor; or other specific reasons agreed to between City and Contractor. This provision does not apply to a delay caused by Contractor's acts or omissions. Contractor is not entitled to an extension of time to perform if a delay is caused by Contractor's inability to obtain materials, equipment, or labor unless City has received, in a timely manner, documentary proof satisfactory to City of Contractor's inability to obtain materials, equipment, or labor, in which case City's approval must be in writing.

**5.6 Restrictions and Regulations Requiring Contract Modification.** Contractor shall immediately notify City in writing of any regulations or restrictions that may or will require Contractor to alter the material, quality, workmanship, or performance of the goods and/or services to be provided. City reserves the right to accept any such alteration, including any resulting reasonable price adjustments, or to cancel the Contract at no expense to the City.

**5.7 Warranties.** All goods and/or services provided under the Contract must be warranted by Contractor or manufacturer for at least twelve (12) months after acceptance by City, except automotive equipment. Automotive equipment must be warranted for a minimum of 12,000 miles or 12 months, whichever occurs first, unless otherwise stated in the Contract. Contractor is responsible to City for all warranty service, parts, and labor. Contractor is required to ensure that warranty work is performed at a facility acceptable to City and that services, parts, and labor are available and provided to meet City's schedules and deadlines. Contractor may establish a warranty service contract with an agency satisfactory to City instead of performing the warranty service itself. If Contractor is not an authorized service center and causes any damage to equipment being serviced, which results in the existing warranty being voided, Contractor will be liable for all costs of repairs to the equipment, or the costs of replacing the equipment with new equipment that meets City's operational needs.

**5.8 Industry Standards.** Contractor shall provide goods and/or services acceptable to City in strict conformance with the Contract. Contractor shall also provide goods and/or services in accordance with the standards customarily adhered to by an experienced and competent provider of the goods and/or services called for under this Contract using the degree of care and skill ordinarily exercised by reputable providers of such goods and/or services. Where approval by City, the Mayor, or other representative of City is required, it is understood to be general approval only and does not relieve Contractor of responsibility for complying with all applicable laws, codes, policies, regulations, and good business practices.

**5.9 Records Retention and Examination.** Contractor shall retain, protect, and maintain in an accessible location all records and documents, including paper, electronic, and computer records, relating to this Contract for five (5) years after receipt of final payment by City under this Contract. Contractor shall make all such records and documents available for inspection, copying, or other reproduction, and auditing by authorized representatives of City, including the Purchasing Agent or designee. Contractor shall make available all requested data and records at reasonable locations within City or County of San Diego at any time during normal business hours, and as often as City deems necessary. If records are not made available within the City or County of San Diego, Contractor shall pay City's travel costs to the location where the records are maintained and shall pay for all related travel expenses. Failure to make requested records available for inspection, copying, or other reproduction, or auditing by the date requested may result in termination of the Contract. Contractor must include this provision in all subcontracts made in connection with this Contract.



**5.9.1** Contractor shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors and Suppliers, all purchases of materials and services from Suppliers, and all joint venture participation. Records shall show name, telephone number including area code, and business address of each Subcontractor and Supplier, and joint venture partner, and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

**5.10 Quality Assurance Meetings.** Upon City's request, Contractor shall schedule one or more quality assurance meetings with City's Contract Administrator to discuss Contractor's performance. If requested, Contractor shall schedule the first quality assurance meeting no later than eight (8) weeks from the date of commencement of work under the Contract. At the quality assurance meeting(s), City's Contract Administrator will provide Contractor with feedback, will note any deficiencies in Contract performance, and provide Contractor with an opportunity to address and correct such deficiencies. The total number of quality assurance meetings that may be required by City will depend upon Contractor's performance.

**5.11 Duty to Cooperate with Auditor.** The City Auditor may, in his sole discretion, at no cost to the City, and for purposes of performing his responsibilities under Charter section 39.2, review Contractor's records to confirm contract compliance. Contractor shall make reasonable efforts to cooperate with Auditor's requests.

**5.12 Safety Data Sheets.** If specified by City in the solicitation or otherwise required by this Contract, Contractor must send with each shipment one (1) copy of the Safety Data Sheet (SDS) for each item shipped. Failure to comply with this procedure will be cause for immediate termination of the Contract for violation of safety procedures.

**5.13 Project Personnel.** Except as formally approved by the City, the key personnel identified in Contractor's bid or proposal shall be the individuals who will actually complete the work. Changes in staffing must be reported in writing and approved by the City.

**5.13.1 Criminal Background Certification.** Contractor certifies that all employees working on this Contract have had a criminal background check and that said employees are clear of any sexual and drug related convictions. Contractor further certifies that all employees hired by Contractor or a subcontractor shall be free from any felony convictions.

**5.13.2 Photo Identification Badge.** Contractor shall provide a company photo identification badge to any individual assigned by Contractor or subcontractor to perform services or deliver goods on City premises. Such badge must be worn at all times while on City premises. City reserves the right to require Contractor to pay fingerprinting fees for personnel assigned to work in sensitive areas. All employees shall turn in their photo identification badges to Contractor upon completion of services and prior to final payment of invoice.

**5.14 Standards of Conduct.** Contractor is responsible for maintaining standards of employee competence, conduct, courtesy, appearance, honesty, and integrity satisfactory to the City.

**5.14.1 Supervision.** Contractor shall provide adequate and competent supervision at all times during the Contract term. Contractor shall be readily available to meet with the City. Contractor shall provide the telephone numbers where its representative(s) can be reached.

**5.14.2 City Premises.** Contractor's employees and agents shall comply with all City rules and regulations while on City premises.

**5.14.3 Removal of Employees.** City may request Contractor immediately remove from assignment to the City any employee found unfit to perform duties at the City. Contractor shall comply with all such requests.

**5.15 Licenses and Permits.** Contractor shall, without additional expense to the City, be responsible for obtaining any necessary licenses, permits, certifications, accreditations, fees and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to Contract performance. This includes, but is not limited to, any laws or regulations requiring the use of licensed contractors to perform parts of the work.

**5.16 Contractor and Subcontractor Registration Requirements.** Prior to the award of the Contract or Task Order, Contractor and Contractor's subcontractors and suppliers must register with the City's web-based vendor registration and bid management system. The City may not award the Contract until registration of all subcontractors and suppliers is complete. In the event this requirement is not met within the time frame specified by the City, the City reserves the right to rescind the Contract award and to make the award to the next responsive and responsible proposer of bidder.

## **ARTICLE VI INTELLECTUAL PROPERTY RIGHTS**

**6.1 Rights in Data.** If, in connection with the services performed under this Contract, Contractor or its employees, agents, or subcontractors, create artwork, audio recordings, blueprints, designs, diagrams, documentation, photographs, plans, reports, software, source code, specifications, surveys, system designs, video recordings, or any other original works of authorship, whether written or readable by machine (Deliverable Materials), all rights of Contractor or its subcontractors in the Deliverable Materials, including, but not limited to publication, and registration of copyrights, and trademarks in the Deliverable Materials, are the sole property of City. Contractor, including its employees, agents, and subcontractors, may not use any Deliverable Material for purposes unrelated to Contractor's work on behalf of the City without prior written consent of City. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City, without the prior written consent of the City.

**6.2 Intellectual Property Rights Assignment.** For no additional compensation, Contractor hereby assigns to City all of Contractor's rights, title, and interest in and to the content of the Deliverable Materials created by Contractor or its employees, agents, or subcontractors, including copyrights, in connection with the services performed under this Contract. Contractor

shall promptly execute and deliver, and shall cause its employees, agents, and subcontractors to promptly execute and deliver, upon request by the City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials. Contractor also shall cooperate and assist in the prosecution of any action or opposition proceeding involving such intellectual property rights and any adjudication of those rights.

**6.3 Contractor Works.** Contractor Works means tangible and intangible information and material that: (a) had already been conceived, invented, created, developed or acquired by Contractor prior to the effective date of this Contract; or (b) were conceived, invented, created, or developed by Contractor after the effective date of this Contract, but only to the extent such information and material do not constitute part or all of the Deliverable Materials called for in this Contract. All Contractor Works, and all modifications or derivatives of such Contractor Works, including all intellectual property rights in or pertaining to the same, shall be owned solely and exclusively by Contractor.

**6.4 Subcontracting.** In the event that Contractor utilizes a subcontractor(s) for any portion of the work that comprises the whole or part of the specified Deliverable Materials to the City, the agreement between Contractor and the subcontractor shall include a statement that identifies the Deliverable Materials as a “works for hire” as described in the United States Copyright Act of 1976, as amended, and that all intellectual property rights in the Deliverable Materials, whether arising in copyright, trademark, service mark or other forms of intellectual property rights, belong to and shall vest solely with the City. Further, the agreement between Contractor and its subcontractor shall require that the subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to City, all titles, rights and interests in and to the Deliverable Materials, including all copyrights, trademarks and other intellectual property rights. City shall have the right to review any such agreement for compliance with this provision.

**6.5 Intellectual Property Warranty and Indemnification.** Contractor represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this Contract are either original, or not encumbered, and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Contractor to produce, at Contractor’s own expense, new non-infringing materials, deliverables or works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Contractor further agrees to indemnify, defend, and hold harmless the City, its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages, of any type, alleging or threatening that any Deliverable Materials, supplies, equipment, services or works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claim of Infringement). If a Third Party Claim

of Infringement is threatened or made before Contractor receives payment under this Contract, City shall be entitled, upon written notice to Contractor, to withhold some or all of such payment.

**6.6 Software Licensing.** Contractor represents and warrants that the software, if any, as delivered to City, does not contain any program code, virus, worm, trap door, back door, time or clock that would erase data or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its user manuals, either automatically, upon the occurrence of licensor-selected conditions or manually on command. Contractor further represents and warrants that all third party software, delivered to City or used by Contractor in the performance of the Contract, is fully licensed by the appropriate licensor.

**6.7 Publication.** Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City without prior written consent from the City.

**6.8 Royalties, Licenses, and Patents.** Unless otherwise specified, Contractor shall pay all royalties, license, and patent fees associated with the goods that are the subject of this solicitation. Contractor warrants that the goods, materials, supplies, and equipment to be supplied do not infringe upon any patent, trademark, or copyright, and further agrees to defend any and all suits, actions and claims for infringement that are brought against the City, and to defend, indemnify and hold harmless the City, its elected officials, officers, and employees from all liability, loss and damages, whether general, exemplary or punitive, suffered as a result of any actual or claimed infringement asserted against the City, Contractor, or those furnishing goods, materials, supplies, or equipment to Contractor under the Contract.

## **ARTICLE VII INDEMNIFICATION AND INSURANCE**

**7.1 Indemnification.** To the fullest extent permitted by law, Contractor shall defend (with legal counsel reasonably acceptable to City), indemnify, protect, and hold harmless City and its elected officials, officers, employees, agents, and representatives (Indemnified Parties) from and against any and all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Contractor or its subcontractors), expense, and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, and litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, any goods provided or performance of services under this Contract by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone that either of them control. Contractor's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the Indemnified Parties.

**7.2 Insurance.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or

in connection with the performance of the work hereunder and the results of that work by Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide, at a minimum, the following:

**7.2.1 Commercial General Liability.** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

**7.2.2 Commercial Automobile Liability.** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto) or, if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

**7.2.3 Workers' Compensation.** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

**7.2.4 Professional Liability (Errors and Omissions).** For consultant contracts, insurance appropriate to Consultant’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

**7.2.5 Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions:

**7.2.5.1 Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

**7.2.5.2 Primary Coverage.** For any claims related to this contract, Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

**7.2.5.3 Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to City.

**7.2.5.4 Waiver of Subrogation.** Contractor hereby grants to City a waiver of any right to subrogation which the Workers' Compensation insurer of said Contractor may acquire against City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

**7.2.5.5 Claims Made Policies (applicable only to professional liability).** The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

**7.3 Self Insured Retentions.** Self-insured retentions must be declared to and approved by City. City may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

**7.4 Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VI, unless otherwise acceptable to City.

City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

**7.5 Verification of Coverage.** Contractor shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**7.6 Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**7.7 Additional Insurance.** Contractor may obtain additional insurance not required by this Contract.

**7.8 Excess Insurance.** All policies providing excess coverage to City shall follow the form of the primary policy or policies including but not limited to all endorsements.

**7.9 Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as the CG 20 38 04 13 endorsement.

## **ARTICLE VIII BONDS**

**8.1 Payment and Performance Bond.** Prior to the execution of this Contract, City may require Contractor to post a payment and performance bond (Bond). The Bond shall guarantee Contractor's faithful performance of this Contract and assure payment to contractors, subcontractors, and to persons furnishing goods and/or services under this Contract.

**8.1.1 Bond Amount.** The Bond shall be in a sum equal to twenty-five percent (25%) of the Contract amount, unless otherwise stated in the Specifications. City may file a claim against the Bond if Contractor fails or refuses to fulfill the terms and provisions of the Contract.

**8.1.2 Bond Term.** The Bond shall remain in full force and effect at least until complete performance of this Contract and payment of all claims for materials and labor, at which time it will convert to a ten percent (10%) warranty bond, which shall remain in place until the end of the warranty periods set forth in this Contract. The Bond shall be renewed annually, at least sixty (60) days in advance of its expiration, and Contractor shall provide timely proof of annual renewal to City.

**8.1.3 Bond Surety.** The Bond must be furnished by a company authorized by the State of California Department of Insurance to transact surety business in the State of California and which has a current A.M. Best rating of at least "A-, VIII."

**8.1.4 Non-Renewal or Cancellation.** The Bond must provide that City and Contractor shall be provided with sixty (60) days' advance written notice in the event of non-renewal, cancellation, or material change to its terms. In the event of non-renewal, cancellation, or material change to the Bond terms, Contractor shall provide City with evidence of the new source of surety within twenty-one (21) calendar days after the date of the notice of non-renewal, cancellation, or material change. Failure to maintain the Bond, as required herein, in full force

and effect as required under this Contract, will be a material breach of the Contract subject to termination of the Contract.

**8.2 Alternate Security.** City may, at its sole discretion, accept alternate security in the form of an endorsed certificate of deposit, a money order, a certified check drawn on a solvent bank, or other security acceptable to the Purchasing Agent in an amount equal to the required Bond.

## **ARTICLE IX CITY-MANDATED CLAUSES AND REQUIREMENTS**

**9.1 Contractor Certification of Compliance.** By signing this Contract, Contractor certifies that Contractor is aware of, and will comply with, these City-mandated clauses throughout the duration of the Contract.

**9.1.1 Drug-Free Workplace Certification.** Contractor shall comply with City's Drug-Free Workplace requirements set forth in Council Policy 100-17, which is incorporated into the Contract by this reference.

**9.1.2 Contractor Certification for Americans with Disabilities Act (ADA) and State Access Laws and Regulations:** Contractor shall comply with all accessibility requirements under the ADA and under Title 24 of the California Code of Regulations (Title 24). When a conflict exists between the ADA and Title 24, Contractor shall comply with the most restrictive requirement (i.e., that which provides the most access). Contractor also shall comply with the City's ADA Compliance/City Contractors requirements as set forth in Council Policy 100-04, which is incorporated into this Contract by reference. Contractor warrants and certifies compliance with all federal and state access laws and regulations and further certifies that any subcontract agreement for this contract contains language which indicates the subcontractor's agreement to abide by the provisions of the City's Council Policy and any applicable access laws and regulations.

### **9.1.3 Non-Discrimination Requirements.**

**9.1.3.1 Compliance with City's Equal Opportunity Contracting Program (EOCP).** Contractor shall comply with City's EOCP Requirements. Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Prime Contractors shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Prime Contractor liable for any discriminatory practice of its subcontractors.

**9.1.3.2 Non-Discrimination Ordinance.** Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result



in Contract termination, debarment, or other sanctions. Contractor shall ensure that this language is included in contracts between Contractor and any subcontractors, vendors and suppliers.

**9.1.3.3 Compliance Investigations.** Upon City's request, Contractor agrees to provide to City, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by City pursuant to City's Nondiscrimination in Contracting Ordinance. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

**9.1.4 Equal Benefits Ordinance Certification.** Unless an exception applies, Contractor shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (SDMC). Failure to maintain equal benefits is a material breach of the Contract.

**9.1.5 Contractor Standards.** Contractor shall comply with Contractor Standards provisions codified in the SDMC. Contractor understands and agrees that violation of Contractor Standards may be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

**9.1.6 Noise Abatement.** Contractor shall operate, conduct, or construct without violating the City's Noise Abatement Ordinance codified in the SDMC.

**9.1.7 Storm Water Pollution Prevention Program.** Contractor shall comply with the City's Storm Water Management and Discharge Control provisions codified in Division 3 of Chapter 4 of the SDMC, as may be amended, and any and all applicable Best Management Practice guidelines and pollution elimination requirements in performing or delivering services at City owned, leased, or managed property, or in performance of services and activities on behalf of City regardless of location.

Contractor shall comply with the City's Jurisdictional Urban Runoff Management Plan encompassing Citywide programs and activities designed to prevent and reduce storm water pollution within City boundaries as adopted by the City Council on January 22, 2008, via Resolution No. 303351, as may be amended.

Contractor shall comply with each City facility or work site's Storm Water Pollution Prevention Plan, as applicable, and institute all controls needed while completing the services to minimize any negative impact to the storm water collection system and environment.

**9.1.8 Service Worker Retention Ordinance.** If applicable, Contractor shall comply with the Service Worker Retention Ordinance (SWRO) codified in the SDMC.

**9.1.9 Product Endorsement.** Contractor shall comply with Council Policy 000-41 which requires that other than listing the City as a client and other limited endorsements, any advertisements, social media, promotions or other marketing referring to the City as a user of a product or service will require prior written approval of the Mayor or designee. Use of the City Seal or City logos is prohibited.

**9.1.10 Business Tax Certificate.** Unless the City Treasurer determines in writing that a contractor is exempt from the payment of business tax, any contractor doing business with the City of San Diego is required to obtain a Business Tax Certificate (BTC) and to provide a copy of its BTC to the City before a Contract is executed.

**9.1.11 Equal Pay Ordinance.** Unless an exception applies, Contractor shall comply with the Equal Pay Ordinance codified in San Diego Municipal Code sections 22.4801 through 22.4809. Contractor shall certify in writing that it will comply with the requirements of the EPO.

**9.1.11.1 Contractor and Subcontract Requirement.** The Equal Pay Ordinance applies to any subcontractor who performs work on behalf of a Contractor to the same extent as it would apply to that Contractor. Any Contractor subject to the Equal Pay Ordinance shall require all of its subcontractors to certify compliance with the Equal Pay Ordinance in its written subcontracts.

## **ARTICLE X CONFLICT OF INTEREST AND VIOLATIONS OF LAW**

**10.1 Conflict of Interest Laws.** Contractor is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices including, but not limited to, California Government Code sections 1090, *et. seq.* and 81000, *et. seq.*, and the Ethics Ordinance, codified in the SDMC. City may determine that Contractor must complete one or more statements of economic interest disclosing relevant financial interests. Upon City's request, Contractor shall submit the necessary documents to City.

**10.2 Contractor's Responsibility for Employees and Agents.** Contractor is required to establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business or other relationships.

**10.3 Contractor's Financial or Organizational Interests.** In connection with any task, Contractor shall not recommend or specify any product, supplier, or contractor with whom Contractor has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

**10.4 Certification of Non-Collusion.** Contractor certifies that: (1) Contractor's bid or proposal was not made in the interest of or on behalf of any person, firm, or corporation not identified; (2) Contractor did not directly or indirectly induce or solicit any other bidder or proposer to put in a sham bid or proposal; (3) Contractor did not directly or indirectly induce or

solicit any other person, firm or corporation to refrain from bidding; and (4) Contractor did not seek by collusion to secure any advantage over the other bidders or proposers.

**10.5 Hiring City Employees.** This Contract shall be unilaterally and immediately terminated by City if Contractor employs an individual who within the twelve (12) months immediately preceding such employment did in his/her capacity as a City officer or employee participate in negotiations with or otherwise have an influence on the selection of Contractor.

## **ARTICLE XI DISPUTE RESOLUTION**

**11.1 Mediation.** If a dispute arises out of or relates to this Contract and cannot be settled through normal contract negotiations, Contractor and City shall use mandatory non-binding mediation before having recourse in a court of law.

**11.2 Selection of Mediator.** A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator will be knowledgeable in the subject matter of this Contract, if possible.

**11.3 Expenses.** The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

**11.4 Conduct of Mediation Sessions.** Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, writings and admissions will be confidential to the proceedings (pursuant to California Evidence Code sections 1115 through 1128) and will not be used for any other purpose unless otherwise agreed by the parties in writing. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though City's recommendation of settlement may be subject to the approval of the Mayor and City Council. Either party may have attorneys, witnesses or experts present.

**11.5 Mediation Results.** Any agreements resulting from mediation shall be memorialized in writing. The results of the mediation shall not be final or binding unless otherwise agreed to in writing by the parties. Mediators shall not be subject to any subpoena or liability, and their actions shall not be subject to discovery.

## **ARTICLE XII MANDATORY ASSISTANCE**

**12.1 Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the services provided to the City under a Contract, Contractor, its agents, officers, and employees agree to assist in resolving the dispute or litigation upon City's request. Contractor's assistance includes, but is not limited to, providing professional consultations,

attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

**12.2 Compensation for Mandatory Assistance.** City will compensate Contractor for fees incurred for providing Mandatory Assistance. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of Contractor, its agents, officers, and employees, Contractor shall reimburse City for all fees paid to Contractor, its agents, officers, and employees for Mandatory Assistance.

**12.3 Attorneys' Fees Related to Mandatory Assistance.** In providing City with dispute or litigation assistance, Contractor or its agents, officers, and employees may incur expenses and/or costs. Contractor agrees that any attorney fees it may incur as a result of assistance provided under Section 12.2 are not reimbursable.

### **ARTICLE XIII MISCELLANEOUS**

**13.1 Headings.** All headings are for convenience only and shall not affect the interpretation of this Contract.

**13.2 Non-Assignment.** Contractor may not assign the obligations under this Contract, whether by express assignment or by sale of the company, nor any monies due or to become due under this Contract, without City's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Contract at the City's sole discretion. In no event shall any putative assignment create a contractual relationship between City and any putative assignee.

**13.3 Independent Contractors.** Contractor and any subcontractors employed by Contractor are independent contractors and not agents of City. Any provisions of this Contract that may appear to give City any right to direct Contractor concerning the details of performing or providing the goods and/or services, or to exercise any control over performance of the Contract, shall mean only that Contractor shall follow the direction of City concerning the end results of the performance.

**13.4 Subcontractors.** All persons assigned to perform any work related to this Contract, including any subcontractors, are deemed to be employees of Contractor, and Contractor shall be directly responsible for their work.

**13.5 Covenants and Conditions.** All provisions of this Contract expressed as either covenants or conditions on the part of City or Contractor shall be deemed to be both covenants and conditions.

**13.6 Compliance with Controlling Law.** Contractor shall comply with all applicable local, state, and federal laws, regulations, and policies. Contractor's act or omission in violation of applicable local, state, and federal laws, regulations, and policies is grounds for contract

termination. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, sustained as a result of the violation. In addition, Contractor may be subject to suspension, debarment, or both.

**13.7 Governing Law.** The Contract shall be deemed to be made under, construed in accordance with, and governed by the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

**13.8 Venue.** The venue for any suit concerning solicitations or the Contract, the interpretation of application of any of its terms and conditions, or any related disputes shall be in the County of San Diego, State of California.

**13.9 Successors in Interest.** This Contract and all rights and obligations created by this Contract shall be in force and effect whether or not any parties to the Contract have been succeeded by another entity, and all rights and obligations created by this Contract shall be vested and binding on any party's successor in interest.

**13.10 No Waiver.** No failure of either City or Contractor to insist upon the strict performance by the other of any covenant, term or condition of this Contract, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Contract, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Contract, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

**13.11 Severability.** The unenforceability, invalidity, or illegality of any provision of this Contract shall not render any other provision of this Contract unenforceable, invalid, or illegal.

**13.12 Drafting Ambiguities.** The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms and conditions of this Contract, and the decision of whether to seek advice of legal counsel with respect to this Contract is the sole responsibility of each party. This Contract shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Contract.

**13.13 Amendments.** Neither this Contract nor any provision hereof may be changed, modified, amended or waived except by a written agreement executed by duly authorized representatives of City and Contractor. Any alleged oral amendments have no force or effect. The Purchasing Agent must sign all Contract amendments.

**13.14 Conflicts Between Terms.** If this Contract conflicts with an applicable local, state, or federal law, regulation, or court order, applicable local, state, or federal law, regulation, or court order shall control. Varying degrees of stringency among the main body of this Contract, the exhibits or attachments, and laws, regulations, or orders are not deemed conflicts, and the most stringent requirement shall control. Each party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Contract.

**13.15 Survival of Obligations.** All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, shall survive, completion and acceptance of performance and termination, expiration or completion of the Contract.

**13.16 Confidentiality of Services.** All services performed by Contractor, and any sub-contractor(s) if applicable, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Contractor, are for the sole use of City, its agents, and employees. Neither the documents nor their contents shall be released by Contractor or any subcontractor to any third party without the prior written consent of City. This provision does not apply to information that: (1) was publicly known, or otherwise known to Contractor, at the time it was disclosed to Contractor by City; (2) subsequently becomes publicly known through no act or omission of Contractor; or (3) otherwise becomes known to Contractor other than through disclosure by City.

**13.17 Insolvency.** If Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, Contractor agrees to furnish, by certified mail or electronic commerce method authorized by the Contract, written notification of the bankruptcy to the Purchasing Agent and the Contract Administrator responsible for administering the Contract. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of City contract numbers and contracting offices for all City contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Contract.

**13.18 No Third Party Beneficiaries.** Except as may be specifically set forth in this Contract, none of the provisions of this Contract are intended to benefit any third party not specifically referenced herein. No party other than City and Contractor shall have the right to enforce any of the provisions of this Contract.

**13.19 Actions of City in its Governmental Capacity.** Nothing in this Contract shall be interpreted as limiting the rights and obligations of City in its governmental or regulatory capacity.