

**AGREEMENT FOR RECREATIONAL SKATEBOARD INSTRUCTION SERVICES**  
**(SD SKATELIFE, ANDREW BARBOSA)**

This AGREEMENT FOR RECREATIONAL SKATEBOARD INSTRUCTION SERVICES ("Agreement") is made and entered into as of the 16<sup>th</sup> day of September 2019, by and between the CITY OF SAN DIEGO, a municipal corporation, ("City"), and SD Skatelite, Andrew Barbosa, ("Contractor").

**RECITALS**

On or about December 22, 2017, the City issued a Requests for Statements of Qualifications ("RFSQ") to prospective proposers for services to be provided to the City. The RFSQ and any addenda and exhibits thereto are collectively referred to as the RFSQ. The RFSQ is attached hereto as **Exhibit A**.

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

City wishes to retain Contractor to provide skateboarding classes, camps and competitions at Rancho Peñasquitos Skate Park, Carmel Valley Skate Park and Linda Vista Skate Park as further described in this Agreement.

Contractor has submitted a proposal to City and has affirmed its willingness and ability to perform the services described in this Agreement.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, City and Contractor agree as follows:

**1. SCOPE OF WORK**

City retains Contractor to perform, and Contractor agrees to render, those services (the "**Services**") that are defined in attached **Exhibit B**, which is incorporated by this reference in accordance with this Agreement's terms and conditions.

**2. COMMUNICATION**

The Contract Administrator for this Agreement is the designee specified in the City of San Diego General Terms and Provisions Applicable to Goods, Services and Consultant Contracts, attached hereto as **Exhibit C**. Communication between the Contractor and the Contract Administrator may be made by either personal delivery, email or by first-class mail. Mailed notices must be sent to the addresses listed on the Purchase Order, unless changed in writing. Personally delivered notices will be considered communicated on the day they are received. Emailed or mailed notices will be considered communicated on the day they are received.

The name of the person who is authorized to give written notice or to receive written notice on behalf of Contractor under this Agreement is:

Name: Andrew H. Barbosa

Address: 3828 Meade Ave. San Diego, CA 92116

Email: Andrew@sdkatelife.com

Phone: (619) 354-7998

Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

**3. STANDARD OF PERFORMANCE**

While performing the Services, Contractor will exercise the reasonable professional care and skill customarily exercised by reputable members of Contractor's profession and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

City expects the result of Contractor's Services to be the enjoyment and increased knowledge, skill, and/or ability of program participants. Contractor has sole control over the manner and means of accomplishing this result; however, City may monitor Contractor's performance under this Agreement to ensure these results and that Contractor is complying with the terms of this Agreement.

**4. TERM**

This Agreement shall be for a period of two (2) years beginning on the Effective Date, as defined in this Section 4 ("Term"). City may, in its sole discretion, extend the Term for one (1) time for up to an additional one (1) year period. Extensions will be based upon a satisfactory review of Contractor's performance and City needs. The Term shall not exceed five (5) years unless approved by the City Council.

The Effective Date of this Agreement shall be on the date it is executed by the last party to sign the Agreement, and approved by the City Attorney in accordance with San Diego Charter Section 40.

**5. COMPENSATION**

Contractor will be compensated for services provided in accordance with attached **Exhibit D**, excluding any fees that are refunded.

City will establish a Purchase Order based on the terms of this Agreement. To be paid for each program provided, Contractor must submit an invoice to City to initiate payment for Services. Final invoice must be submitted within 15 days of completion of each program. The request to initiate payment must be accompanied

by the program activity number assigned to the program in the online registration software. Failure to list the program activity numbers may result in delay in payment.

**6. CONTRACT SERVICES**

The parties understand Contractor is responsible for performing the Services and has the sole discretion with regard to the manner and means in which these Services are performed. For the purpose of this Agreement, the Contractor, Contractor's employees, and subcontractors will not be considered employees of the City for any purposes.

**7. LIVING WAGE ORDINANCE**

This Agreement is subject to the City's Living Wage Ordinance ("LWO"), codified at SDMC sections 22.4201 through 22.4245. Contractor agrees to require all of its subcontractors, sublessees, and concessionaires subject to the LWO to comply with the LWO and all applicable regulations and rules.

7.1 Payment of Living Wages. Pursuant to San Diego Municipal Code section 22.4220(a), Contractor and its subcontractors shall ensure that all workers who perform work under this Agreement are paid not less than the required minimum hourly wage rates and health benefits rate unless an exemption applies.

7.1.1 Copies of such living wage rates are available on the City website at <https://www.sandiego.gov/purchasing/programs/livingwage/>. Contractor and its subcontractors shall post a notice informing workers of their rights at each job site or a site frequently accessed by covered employees in a prominent and accessible place in accordance with San Diego Municipal Code section 22.4225(e).

7.1.2 LWO wage and health benefit rates are adjusted annually in accordance with San Diego Municipal Code section 22.4220(b) to reflect the Consumer Price Index. Service contracts, financial assistance agreements, and City facilities agreements must include this upward adjustment of wage rates to covered employees on July 1 of each year.

7.2. Compensated Leave. Pursuant to San Diego Municipal Code section 22.4220(c), Contractor and its subcontractors shall provide a minimum of eighty (80) hours per year of compensated leave. Part-time employees must accrue compensated leave at a rate proportional to full-time employees.

7.3. Uncompensated Leave. Contractor and its subcontractors must also permit workers to take a minimum of eighty (80) hours of uncompensated leave per year to be used for the illness of the worker or a member of his or her immediate family when the worker has exhausted all accrued compensated leave.

7.4. Enforcement and Remedies. City will take any one or more of the actions listed in San Diego Municipal Code section 22.4230 should Contractor or its subcontractors are found to be in violation of any of the provisions of the LWO.

7.5. Payroll Records. Contractor and its subcontractors shall submit weekly certified payroll records online via the City's web-based Labor Compliance Program. Contractor is responsible for ensuring its subcontractors submit certified payroll records to the City.

7.5.1 For contracts subject to both living wage and prevailing wage requirements, only one submittal will be required. Submittals by a Contractor and all subcontractors must comply with both ordinance requirements.

7.6. Certification of Compliance. San Diego Municipal Code section 22.4225 requires each Contractor to fill out and file a living wage certification with the Living Wage Program Manager within thirty (30) days of award of the contract.

7.7. Annual Compliance Report. Contractor and its subcontractors must file an annual report documenting compliance with the LWO pursuant to San Diego Municipal Code section 22.4225(d). Records documenting compliance must be maintained for a minimum of three (3) years after the City's final payment on the service contract or agreement.

7.8. Exemption from Living Wage Ordinance. Pursuant to San Diego Municipal Code section 22.4215, this Agreement may be exempt from the LWO. For a determination on this exemption, Contractor must complete the Living Wage Ordinance Application for Exemption.

## **8. SUBCONTRACTING**

Contractor will not subcontract any portion of the Services without prior written approval of City. If Contractor subcontracts any of the Services, Contractor will be fully responsible to City for the acts and omissions of Contractor's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Contractor is for the acts and omissions of persons directly employed by Contractor.

Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Contractor and City. Contractor will be responsible for payment of subcontractors. Contractor will bind every subcontractor to the terms of this Agreement unless approved in writing by City in advance of subcontractor's commencement of any work under this Agreement.

## **9. INSTRUCTOR(S) AND ASSISTANT(S)**

Contractor shall designate the instructor(s) and assistants for each program in **Exhibit B** attached hereto. Contractor may utilize, at Contractor's own expense, the instructors and assistant(s) listed in **Exhibit B** to help perform the Services. Contractor may not utilize anyone who is not listed in **Exhibit B** without obtaining the prior written approval of the Contract Administrator.

All instructors and assistants identified in **Exhibit B** must complete the City's criminal history background check with Live Scan fingerprints required in Section 11, below, and the certifications required in Section 12, below.

Assistants must be at least 16 years of age and have a valid work permit. Assistants may not teach in place of the identified instructor without prior written approval of the Contract Administrator. Assistants teaching in place of the identified instructor must be at least 18 years of age. Contractor is solely responsible for supervising the work of all instructors and assistant(s).

**10. RATIO**

Contractor is responsible for maintaining the following adult to child ratios:

9.1 Classes

9.1.1. 1 Instructor for up to 15 students (Ages 6 and up)

9.1.2. 1 Instructor for up to 12 students (Ages 5 and below)

9.2 Camps

9.2.1. 1 Instructor for up to 15 students (Ages 6 and up)

9.2.2. 1 Instructor for up to 12 students (Ages 5 and below)

**11. BACKGROUND CHECK**

Prior to performing any work under this Agreement, Contractor, its employees, and any subcontractors must complete a criminal history background check with the City at Contractor's sole expense. The City reserves the right to require additional criminal history background checks periodically at its discretion and at the Contractor's sole expense. Should Contractor, Contractor's employees, or subcontractor's fail the City's criminal history background check, the City may immediately terminate this Agreement and/or disqualify the Contractor from performing future services for the City.

**12. CERTIFICATIONS**

If applicable, Contractor must provide the City with the following certifications, which must remain valid throughout the duration of this Agreement: **NA AT THIS TIME**. If any certification(s) will expire during the term of this Agreement, Contractor must provide updated proof of valid certificate(s) prior to the expiration date.

**13. MANDATED REPORTER(S)**

If a program is open to individuals under the age of 18 ("minors"), making Contractor, its employees, and any subcontractors "mandated reporters" within the meaning of California Penal Code section 11165.7(a), Contractor will comply with the mandatory reporting requirements contained in California Penal Code section 11166.

**14. BUSINESS TAX CERTIFICATE**

Contractor will obtain and maintain a City of San Diego City Business Tax Certificate for the Term of the Agreement.

**15. MUSIC AND FILM**

The Contractor shall not use, play or perform copyrighted music or film without appropriate licensing or other permission.

It shall be Contractor's sole responsibility to ensure it only uses or performs copyrighted materials for which the City has obtained a valid license. A current list of the City's license agreements can be provided upon request by the Contract Administrator. Should Contractor desire to use copyrighted materials for which the City does not have a license, Contractor shall obtain its own license from the appropriate licensing entity before Contractor uses the copyrighted materials.

Contractor shall ensure that (1) the City is named in the license; (2) each City premise/location where Contractor intends to perform the music is identified in the license; and (3) Contractor has provided City with a fully executed copy of the license at least ten days prior to the use or performance.

The City shall notify Contractor in writing of any other approved licensing entity and any additional Contractor requirements imposed upon Contractor by the City by virtue of its licensing agreement with licensing entity.

**16. PROGRAM ADVERTISEMENT**

The City will advertise Contractor's program(s) in the applicable Community Seasonal Brochures and in any other manner the City determines is appropriate. Contractor may also advertise Contractor's program(s) in any manner Contractor determines is appropriate, subject to the prior approval of the City. Contractor must obtain photo releases from any adult enrollee or the legal guardian of minors prior to any marketing or promotion with use of photos of enrollees.

**17. PROGRAM ROSTER**

The City will provide the Contractor a roster prior to the first program meeting. Contractor will notify the City if there are any discrepancies in the roster prior to the second program meeting. Contractor will not allow a person to participate in a program unless the person appears on the program roster and has signed a liability waiver form.

**18. ATTENDANCE**

Contractor will mark each day's attendance on the class attendance sheet and submit the completed attendance sheet to the City at the end of the program.

**19. CITY CANCELLATION**

The City may cancel a program if the City does not receive registration from the minimum participants specified in Exhibit B. Contractor will not be compensated for any program cancelled due to low enrollment.

**20. CONTRACTOR CANCELLATION AND RESCHEDULING CLASS DATE(S)**

Contractor may not cancel or reschedule a program meeting without prior approval of the Contract Administrator. Contractors are solely responsible for informing enrollees of any cancellations or rescheduled programs.

**21. USE OF CITY FACILITIES**

City will allow Contractor to use the City facility(ies) identified by City on the day(s) and at the time(s) indicated in **Exhibit B**. The rules for use of the facility(ies) are contained in **Exhibit E**. Contractor must abide by the start and end times of each program stated in **Exhibit B**.

**22. SAFETY**

Contractor will be required to comply with all City of San Diego Parks & Recreation Department's Safety Rules, including, but not limited to, the Child Safety and Supervision Procedures, if applicable, attached hereto as **Exhibit F**. The City of San Diego Parks and Recreation Department's Safety Rules as provided, presented and disseminated to Contractor by City.

If any injury, incident, or property damage occurs during the program, Contractor will immediately report the injury, incident, or property damage to City.

**23. ENTIRE AGREEMENT**

This Agreement, together with any other written document referred to or contemplated by it, along with the purchase order and City of San Diego General Terms and Provisions Applicable to Goods, Services and Consultant Contracts, revised December 18, 2017, attached hereto as **Exhibit E**, embody the entire Agreement and understanding between the parties relating to the subject matter of it. In case of conflict, the terms of the Agreement and its exhibits supersede the purchase order. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

**\*\*\*REMAINDER OF PAGE INTENTIONALLY LEFT BLANK\*\*\***

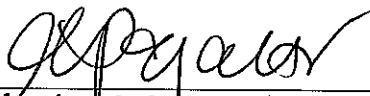
**25. AUTHORITY**

The individuals executing this Agreement on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions of this Agreement.

CONTRACTOR

CITY OF SAN DIEGO, a municipal corporation of the State of California

By:   
\_\_\_\_\_  
(sign here)

By:   
\_\_\_\_\_  
Purchasing & Contracting Department

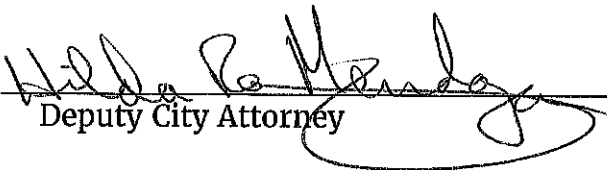
Andrew H. Barbosa/SD Skatelite  
Director  
\_\_\_\_\_  
(print name/title)

By:   
\_\_\_\_\_  
(sign here)

Andrew H. Barbosa  
\_\_\_\_\_  
(print name/title)

Approved as to form this 31<sup>st</sup> day  
of October, 2019.

Mara Elliot, City Attorney

BY:   
\_\_\_\_\_  
Deputy City Attorney



**EXHIBIT A**  
**REQUEST FOR STATEMENTS OF QUALIFICATIONS**



**Request for Statement of Qualifications (RFSQ) for  
Park & Recreation Pool for Service Providers**

**Solicitation Number:** 10089316-18-K

**Solicitation Issue Date:** December 22, 2017

**Recommended Pre-Bid Meeting:** 10:00 a.m., January 19, 2018 at  
Balboa Park Club  
Santa Fe Room  
2150 Pan American Rd. West  
San Diego, CA 92101  
**\*Building #19 on the Attachment C**

**Questions and Comments Due:** 12:00 p.m., January 24, 2018

**Proposal Due Date and Time (Closing Date):** 2:00 p.m., February 1, 2018

**Contract Terms:** 5 (five) years from Effective Date, as defined in Article I, Section 1.2 of the City's General Contract Terms and Conditions.

**City Contact:** Brent Krohn, Supervising Procurement Contracting Officer,  
1200 Third Avenue, Suite 200  
San Diego, California 92101  
BKrohn@sandiego.gov  
(619) 236-6044

**Submissions:** Respondent is required to provide one (2) original and one (1) electronic copy (e.g. thumb drive or CD) of their response as described herein.

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

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

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) NUMBER 10089316-18-K, PARK & RECREATION POOL FOR SERVICE PROVIDERS**

**I. INTRODUCTION**

**A. BACKGROUND**

The City of San Diego (City) Park and Recreation and Library Departments (Departments) operate 57 recreation centers and 36 library locations providing programs, activities, and events throughout the year to all ages, abilities and income levels. Maps depicting the locations of these facilities can be found at

<http://sandiego.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=69478929f5384ea38e8c077d07a9f579>, <https://www.sandiego.gov/sites/default/files/liblocation-rev20170328.pdf>. Also see listing on Attachment B.

Effective January 1, 2018, the Departments will directly assume responsibility for contracting for specialized recreational, cultural and educational services at all City recreation and library facilities. The City is seeking qualified contractors to provide specialized services for youth, adults and seniors which include but are not limited to class instruction, performing arts, sports programs, and sports officials.

**B. REQUEST FOR STATEMENT OF QUALIFICATIONS**

This RFSQ is issued for purposes of determining the interest of potential bidders or proposers, hereinafter referred to as "Respondents," or to shortlist or prequalify the field of Respondents eligible to submit bids or proposals. The City does not intend to award a contract on the basis of information received in response to this RFSQ. The City may, in its sole discretion, consider the information submitted in response to this RFSQ during the development of a competitive solicitation.

**C. SCOPE OF SERVICES**

The scope of services to be provided by Respondents includes the following requirements:

Qualified service providers may provide a variety of recreational, educational, and cultural services at one or more facilities depending on the respondent's interest, availability of facilities and community interest. Services include but are not limited to:

1. Professional specialized class or program instruction services.
2. Coordination of leagues, camps, clinics, or workshops.
3. Youth programs such as day camps, afterschool programs, and Science, Technology, Engineering, Arts & Math (STEAM)
4. Performing arts such as musicians/bands/DJs, face painters, crafts, dancers, and storytellers.
5. Professional sports official services (referees).

## II. RFSQ SUBMITTAL PROCESS

### A. TIMELINES, QUESTIONS, OPENING, AND DISCLOSURE

1. Timely Submission. Qualifications must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Responses. The City will accept paper responses in lieu of electronic responses. Paper responses 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 responses will not be accepted.

2. Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified in 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 RFSQ, via its eBidding System. No oral communications can be relied upon for this RFSQ. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFSQ.

3. Future Competitive Solicitations. Respondents are not prohibited from submitting one or more proposals should the City competitively bid the goods or services described herein. Respondent should familiarize itself with the City's General Terms and Conditions, available on the City's website, as such terms and conditions will be incorporated by reference into any resulting contract between City and Respondent.

4. Contact with City Staff. Unless otherwise authorized herein, Respondents who are considering submitting a response to this RFSQ, or who submit a response to this RFSQ, are prohibited from communicating with City staff or evaluation committee members about this RFSQ from the date this RFSQ is issued until a contract is awarded.

5. RFSQ Opening and California Public Records Act. Submittals to this RFSQ will not be opened in public. Note, however, that any information submitted in response to a RFSQ is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If a Respondent 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 Respondent 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. If the Respondent does not provide a specific and detailed legal basis for requesting the City to withhold the Respondent's confidential or proprietary information at the time a submittal is submitted, the City will release the information as required by the CPRA and Respondent will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the Respondent's obligation to defend, at Respondent'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 Respondent's request.

Furthermore, the Respondent 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 Respondent's request.

**B. SUBMITTAL FORMAT AND CONTENT**

1. To be considered responsive, Respondents' submission must address all questions and provide all information requested in this RFSQ. Failure to provide a thorough and complete submittal may render the submittal non-responsive.

2. The contents of the submittal must be clear, concise, and complete. Respondents must submit one "high quality" digital PDF file via the City's eBidding System. Respondents must also submit one bound original and five (5) copies of the original. All printed materials must be double-sided to the maximum practicable extent.

3. Each section of the submittal must be tabbed according to the letter system shown below to aid in expedient information retrieval.

a. If submitting a paper response, respondents must complete and sign the RFSQ with an original signature acknowledging any addenda. Failure to submit this signed document may result in rejection of the qualification.

b. Table of Contents. Include a complete and clear listing of headings and pages to allow easy reference to key information.

c. Qualifications. The format and requirements as specified in Section E must be followed and included for this item in the same order as they appear in this Section.

d. Additional Forms. This includes the Contractor Standards Pledge of Compliance Form Equal Opportunity Contracting Forms, City's Living Wage Ordinance, and Response Worksheet (Attachment A).

**C. MINIMUM REQUIREMENTS**

In order to be considered, Respondents must meet certain minimum requirements which are summarized below:

Qualified service providers must:

1. Have at least three years of verifiable experience in providing the services that they propose to provide to the City.
2. Ensure that all instructors, assistants, and volunteers have completed a criminal history background check with Live Scan fingerprint with the City.
3. Ensure that all instructors have appropriate training and related experience required to provide professional program services.

4. Ensure that performers (musicians, face painters, dancers, etc.) have appropriate training and related experience required to provide professional performing arts services.
5. Ensure compliance with the City's insurance requirements (refer to City's General Contracting Terms and Provisions).
6. Have a valid City business license  
(<https://www.sandiego.gov/treasurer/taxesfees/btax/btaxhow>)
7. Ensure compliance with the City's Living Wage Ordinance
8. Respondent holds, and at all times maintains current, all Federal and State licenses to perform the required services in the State of California.
9. Have the ability to interact with customers and the community in a professional highly ethical manner.

**D. QUALIFICATIONS**

1. **Cover Letter.** Include a brief letter detailing qualifications and indicating the name, address, and telephone number of the person(s) authorized to sign for and make representations on behalf of Respondent. The cover letter should describe the type of services Respondent seeks to provide.
2. **Minimum Requirements.** The answer must be "yes" to each question in Attachment A for Respondent to be considered qualified. Respondent should provide additional information as needed or requested.
3. **Respondent's Qualifications and Experience**
  - a. Describe Respondent's qualifications and ability to perform the desired services.
  - b. Describe any special characteristics, limitations, exceptions, or requirements Respondent may have in providing the requested services.
4. **Staff Qualifications and Experience**
  - a. Identify the contact person who will have primary responsibility and summarize this person(s) background, expertise, and authority to represent Respondent. Provide office location, phone number, and email address.
  - b. Provide as an exhibit to your submission brief resumes of each individual that will provide services under this RFSQ.

**E. SELECTION PROCESS**

The Purchasing Agent will establish an Evaluation Committee to review and evaluate responsive submittals.

**F. EVALUATION CRITERIA**

The following elements represent the evaluation criteria that will be considered during the evaluation process. Written submittals provided pursuant to this RFSQ will be evaluated using the following criteria to select Respondents for a pool of qualified Respondents (Pool) that best meet the needs of the City. Respondents must score a minimum of 80 points to be considered.

	Maximum Evaluation Points
<p>A. Responsiveness to RFSQ,</p> <ol style="list-style-type: none"> <li>1. Requested information provided and response thorough</li> <li>2. Clear description of proposed services</li> <li>3. Respondent responded "Yes" to each question in Statement of Qualifications Response Worksheet (Attachment A).</li> </ol>	35
<p>B. Experience.</p> <ol style="list-style-type: none"> <li>1. Experience conducting programs in their relevant area of expertise.</li> <li>2. Relevant training, continuing education, and professional memberships demonstrating breadth and depth of Respondent's experience.</li> <li>3. Ability to interact professionally with customers and the community with people from diverse ethnic, socioeconomic, educational, religious and generational backgrounds.</li> <li>4. Past/Prior Performance</li> <li>5. Capacity/Capability to meet City requirements in a timely manner</li> </ol>	45
<p>C. Professional References. Past performance as indicated by references.</p>	20
<b>MAXIMUM EVALUATION</b>	<b>100</b>

**G. PLACEMENT IN POOLS**

Based on a minimum number of 80 points received by means of the evaluation criteria as stated in this RFSQ, qualified Respondents will be placed in the following Pool(s):

1. Program Instruction
2. Sports Leagues, Camps and Clinics
3. Youth Programs
4. Performing Arts
5. Sports Officials (referees)

**H. SELECTION FROM THE POOL; TERM OF POOL**

City may apply additional criteria to determine the successful Respondent for a specific project at the time Respondents are chosen from the Pool for a specific project. These criteria may include, but are not limited to, project specific considerations, negotiations, evaluation criteria, and Equal Opportunity Contracting business status criteria. The Pool is active for five years from the RFSQ Closing Date.

**I. MATERIAL CHANGE**

Subsequent to being selected to participate in the Pool, a consequential change in a Respondent's operational and/or financial condition ("Material Change") is to be construed to include the following:

1. An addition or removal of any staff identified in Respondent's submittal to this RFSQ;
2. Any legal action brought against Respondent subsequent to the initial disclosure provided in Respondent's submittal to this RFSQ; and
3. Failure to continue to meet the minimum requirements listed under Section II, paragraph C ("Minimum Requirements").

**J. NOTIFICATION REQUIREMENT DURING THE FIVE YEAR POOL PERIOD**

All Respondents selected to participate in the Pool are required to promptly notify the City of any Material Change, as defined in Section II, paragraph I ("Material Change"), within three weeks (21 days) of occurrence throughout the term of the Pool including any extensions thereto.

Notifications for material changes are to be addressed to:

Park and Recreation Department  
Attention: Recreation Fund Program Manager  
202 C Street, MS 37C  
San Diego, CA 92109

Approval of any material changes shall be issued in writing by the Purchasing Agent.



**K. REMOVAL FROM POOL**

A Respondent that has been selected to participate in the Pool may be considered for removal from the Pool at the City's discretion under the following circumstances:

1. Failure to follow the notification requirements under Section J.
2. Any adverse Material Change which, in the City's opinion, significantly reduces Respondent's experience or expertise.
3. Unacceptable performance providing similar services as determined by the City.

**L. ADDITIONS TO POOL**

A Respondent that was not selected to participate in the Pool may re-submit its Statement of Qualifications and justification for re-examination. Justification is to be provided via an addenda to Respondent's original submittal to this RFSQ describing one or more beneficial Material Change(s) possibly meriting addition into the Pool.

Additionally, a firm that did not initially submit a Statement of Qualifications may submit a submittal to this RFSQ at any time during the term of the Pool. If such Respondent is notified that it has not been selected to participate in the Pool based on the same criteria used to establish the Pool, Respondent may re-submit its Statement of Qualifications in accordance with this Section L.

Notifications for requests for additions to the Pool are to be addressed to:

City of San Diego  
Purchasing & Contracting Department  
Attn.: [Insert Name of City Contact Identified on Cover Sheet]  
1200 Third Avenue, Suite 200  
San Diego, CA 92101-4195

**M. ACCEPTABILITY OF SUBMITTALS**

The City shall determine which Respondents have met the requirements of this RFSQ. City's determination that Respondent has failed to comply with any mandatory requirement will render the submittal non-responsive. The City may waive or permit to be cured minor irregularities or minor informalities in submittals that are immaterial or inconsequential in nature, whenever it is determined to be in the City's best interest. The City may reject in whole or in part any and all submittals if such is in the City's interest.

**N. CITY'S UNILATERAL RIGHT**

The City reserves the unilateral right to: cancel this RFSQ, in whole or in part; reject all submittals submitted in response to this RFSQ when City determines such rejection is in the City's best interests; select a Respondent's submittal in whole or in part; select one or more Respondents; waive or permit cure of minor irregularities; and conduct discussions with Respondents in any manner necessary to serve the City's best interests.

**RESPONDENT SIGNATURE IS REQUIRED**

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

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

Telephone No. and E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Authorized Representative Name and Title: \_\_\_\_\_

Representative's Original Signature: \_\_\_\_\_

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

Most Recent Addendum Issued: \_\_\_\_\_

Request for Statement of Qualifications (RFSQ)  
Specialized Services

**STATEMENT OF QUALIFICATIONS RESPONSE WORKSHEET**

TO BE CONSIDERED, RESPONDENT MUST PROVIDE ALL INFORMATION AND SUPPORTING DOCUMENTATION REQUESTED IN THIS WORKSHEET (ITEMS A-D), AS REQUESTED, ON OR BEFORE THE CLOSING DATE.

**A. Respondent's Information.**

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

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

Telephone No. and Email: \_\_\_\_\_

Firm (if appropriate): \_\_\_\_\_

Addenda Acknowledgement (Select Most Recent Addenda, if any):    A     B     C     D

Respondent's Original Signature: \_\_\_\_\_

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

**B. Minimum Requirements.** Respondent shall respond "Yes" or "No" to each of the questions below. The answer must be "yes" to each question in this section for Respondent to be considered qualified. Respondent should provide additional information as needed or requested.

1. Does Respondent have at least three (3) years of verifiable experience providing the proposed services?

Yes                       No

2. Have the Respondent, instructors, and other service providers completed a criminal history background check with Live Scan fingerprint?

Yes                       No

3. Do all instructors, referees or performers have appropriate training and related experience required to provide professional program or performing arts services?

Yes                       No

4. Does Respondent confirm compliance with the City's insurance and Living Wage requirements?

Yes                       No

5. Does Respondent have a current City Business Tax Certificate and a Taxpayer identification number?

Yes                       No

**C. Qualifications and Experience.** On a separate sheet(s), Respondent shall provide responses to each of the items listed below. Respondent shall provide supporting documentation with their submittal, as appropriate.

1. Describe the type of service Respondent is interested in providing and indicate the applicable category as listed below:

- A. Professional specialized class or program instruction services.
- B. Coordination of leagues, camps, clinics, or workshops.
- C. Youth programs such as day camps, afterschool programs, and Science, Technology, Engineering, Arts & Math (STEAM).
- D. Performing arts such as musicians/bands/DJs, face painters, crafts, dancers, and storytellers.
- E. Professional sports official services (referees).

2. Describe Respondent's qualifications and ability to perform this service. Include any applicable education degrees, certifications, and/or licenses.

3. Describe any special characteristics, limitations, exceptions, or requirements Respondent may have in providing this service.

4. Describe any attributes that distinguish Respondent from others offering similar services.

5. Does the respondent currently offer services or provided services in the past at City facilities? If yes, please list the facilities where these services are/were provided, and the number of years services have been provided.

6. List the specific facilities or areas Respondent proposes to provide services in order of preference.

**D. Contractor Standards Pledge of Compliance form.** Respondent shall provide a completed, signed Contractor Standards Pledge of Compliance form with their submittal. If a question is not applicable, indicate "Not Applicable" on the form.

CITY OF SAN DIEGO RECREATION CENTERS

ATTACHMENT B

<b>Central Region</b>		
Adams	3491 Adams Avenue	92116
Azalea	2596 Violet Street	92105
Balboa Park Activity Center	2145 Park Blvd.	92101
Chollas Lake	6350 College Grove Drive	92105
City Heights	4380 Landis Street	92105
Colina Del Sol	5319 Orange Avenue	92115
Golden Hill	2600 Golf Course Drive	92102
Morley Field Sports	2221 Morley Field Drive	92104
Municipal Gym	2111 Pan-American Plaza	92101
North Park	4044 Idaho Street	92104
Presidio	2811 Jackson Street	92110
<b>Southern Region</b>		
Cesar Chavez	455 Sycamore Road	92173
Montgomery Waller	3020 Coronado Avenue	92154
Robert Egger, Sr.-South Bay	1885 Coronado Avenue	92154
San Ysidro Com. Activity Center	179 Diza Road	92173
Silver Wing	3737 Arey Drive	92154
<b>Southeastern Region</b>		
Encanto	6508 Wunderlin Avenue	92114
Martin Luther King, Jr.	6401 Skyline Drive	92114
Memorial	2902 Marcy Avenue	92113
Mountain View	641 So. Boundary Street	92113
Mt. Hope Cemetery	3751 Market Street	92102
Paradise Hills	6610 Potomac Street	92139
Penn Athletic Field	2550 Dusk Drive	92139
Skyline Hills	8285 Skyline Drive	92114
Southcrest	4149 Newton Avenue	92113
Stockton	330 32nd Street	92102
Willie Henderson Sports Complex	1035 S. 45th Street	92113
<b>Therapeutic &amp; Senior Recreation Services</b>		
War Memorial Building	3325 Zoo Drive	92101
Balboa Park Senior Lounge	1800 El Prado	92101
City Administration Building	202 C Street	92101

<b>Northeastern Region</b>		
Allied Gardens	5155 Greenbrier Avenue	92120
Keamy Mesa	3170 Armstrong Street	92111
Linda Vista	7064 Levant Street	92111
San Carlos	6445 Lake Badin Avenue	92119
Serra Mesa	9020 Village Glen Drive	92123
Tierrasanta	11220 Clairemont Mesa Blvd.	92124
<b>Northwest Region</b>		
Carmel Valley	3777 Townsgate Drive	92130
Ocean Air	4770 Fairport Way	92130
<b>Clairemont Region</b>		
Cadman	4280 Avati Drive	92117
North Clairemont	4421 Bannock Avenue	92117
South Clairemont	3605 Clairemont Drive	92117
Tecolote	4675 Tecolote Road	92110
<b>Coastal Region</b>		
Cabrillo	3051 Canon Street	92106
Doyle	8175 Regents Road	92122
La Jolla	615 Prospect Street	92037
Nobel	8810 Judicial Drive	92122
Ocean Beach	4726 Santa Monica Avenue	92107
Pacific Beach	1405 Diamond Street	92109
Robb Field	2525 Bacon Street	92107
Santa Clara	1008 Santa Clara Place	92109
Standley	3585 Governor Drive	92122
<b>Northern Region</b>		
Black Mountain Gym	9353 Oviedo Street	92129
Canyonside	12350 Black Mountain Road	92129
Carmel Mountain Ranch	10152 Rancho Carmel Drive	92128
Hilltop	9711 Oviedo Way	92129
Hourglass	10440 Black Mtn Rd	92126
Lopez Ridge	7245 Calle Cristobal	92126
Mira Mesa	8575 New Salem Street	92126
Rancho Bernardo	18448 West Bernardo Drive	92127

**CITY OF SAN DIEGO PUBLIC LIBRARY LOCATIONS**

San Diego Central Library @  
Joan A Irwin Jacobs Common  
330 Park Boulevard, San Diego, CA 92101

Allied Gardens/Benjamin Branch  
5188 Zion Street, San Diego, CA 92120

Balboa Branch  
4255 Mt. Abernathy Avenue, San Diego, CA 92117

Carmel Mountain Ranch Branch  
12095 World Trade Dr., San Diego, CA, 92128

Carmel Valley Branch  
3919 Townsgate Drive, San Diego, CA 92130

City Heights/Weingart Branch  
3795 Fairmount Ave., San Diego, CA 92105

Clairemont Branch  
2920 Burgener Boulevard, San Diego, CA 92110

College-Rolando Branch  
6600 Montezuma Rd., San Diego, CA 92115

Kensington-Normal Heights Branch  
4121 Adams Avenue, San Diego, CA 92116

La Jolla/Riford Branch  
7555 Draper Avenue, San Diego, CA 92037

Linda Vista Branch  
2160 Ulric Street, San Diego, CA 92111

Logan Heights Branch  
567 South 28<sup>th</sup> Street, San Diego, CA 92113

Mira Mesa Branch  
8405 New Salem Street, San Diego, CA 92126

Mission Hills Branch  
925 West Washington Street, San Diego, CA 92103

Mission Valley Branch  
2123 Fenton Parkway, San Diego, CA 92108

Mountain View/Beckwourth Branch  
721 San Pasqual Street, San Diego, CA 92113

North Clairemont Branch  
4616 Clairemont Drive, San Diego, CA 92117

North Park Branch  
3795 31<sup>st</sup> Street, San Diego, CA 92104

North University Community Branch  
8820 Judicial Drive, San Diego, CA 92122

Oak Park Ranch  
2802 54<sup>th</sup> Street, San Diego, CA 92105

## CITY OF SAN DIEGO PUBLIC LIBRARY LOCATIONS

Ocean Beach Branch  
4801 Santa Monica Avenue, San Diego, CA 92107

Otay Mesa-Nestor Branch  
3003 Coronado Avenue, San Diego, CA 92154

Pacific Beach/Taylor Branch  
4275 Cass Street, San Diego, CA 92109

Paradise Hills Branch  
5922 Rancho Hills Drive, San Diego, CA 92139

Point Loma/Hervey Branch  
3701 Voltaire Street, San Diego, CA 92107

Rancho Bernardo Branch  
17110 Bernardo Center Drive, San Diego, CA 92128

Rancho Peñasquitos Branch  
13330 Salmon River Road, San Diego, CA 92129

San Carlos Branch  
7265 Jackson Drive, San Diego, CA 92119

San Ysidro Branch  
101 West San Ysidro Blvd., San Diego, CA 92173

Scripps Miramar Ranch Branch  
10301 Scripps Lake Drive, San Diego, CA 92131

Serra Mesa-Kearny Mesa Branch  
9005 Aero Drive, San Diego, CA 92123

Skyline Hills Branch  
7900 Paradise Valley Road, San Diego, CA 92114

Tierrasanta Branch  
4985 La Cuenta Drive, San Diego, CA 92124

University Community Branch  
4155 Governor Drive, San Diego, CA 92122

University Heights Branch  
4193 Park Boulevard, San Diego, CA 92103

Valencia Park/Malcolm X Branch  
5148 Market Street, San Diego, CA 92114

**Balboa Park Visitors Center** ..... 1

**Museums**

- Centro Cultural de la Raza ..... 27
- Marston House and Gardens ..... 28
- Mingei International Museum ..... 14
- Museum of Photographic Arts ..... 2
- Reuben H. Fleet Science Center ..... 3
- San Diego Air & Space Museum ..... 22
- San Diego Automotive Museum ..... 21
- San Diego Hall of Champions
- Sports Museum ..... 24
- San Diego History Center ..... 2
- San Diego Model Railroad Museum ..... 2
- San Diego Museum of Man ..... 13
- SDAI - Museum of the Living Artist ..... 14
- The San Diego Museum of Art ..... 11
- The NAT  
(San Diego Natural History Museum) ..... 4
- Timken Museum of Art ..... 10
- Veterans Museum & Memorial Center ..... 25
- WorldBeat Center ..... 26

**Performing Arts**

- Marie Hitchcock Puppet Theatre ..... 20
- The Old Globe ..... 12
- San Diego Civic Youth Ballet ..... 9
- San Diego Junior Theatre ..... 9
- San Diego Youth Symphony ..... 9
- Spreckels Organ Pavilion ..... 15

**Attractions**

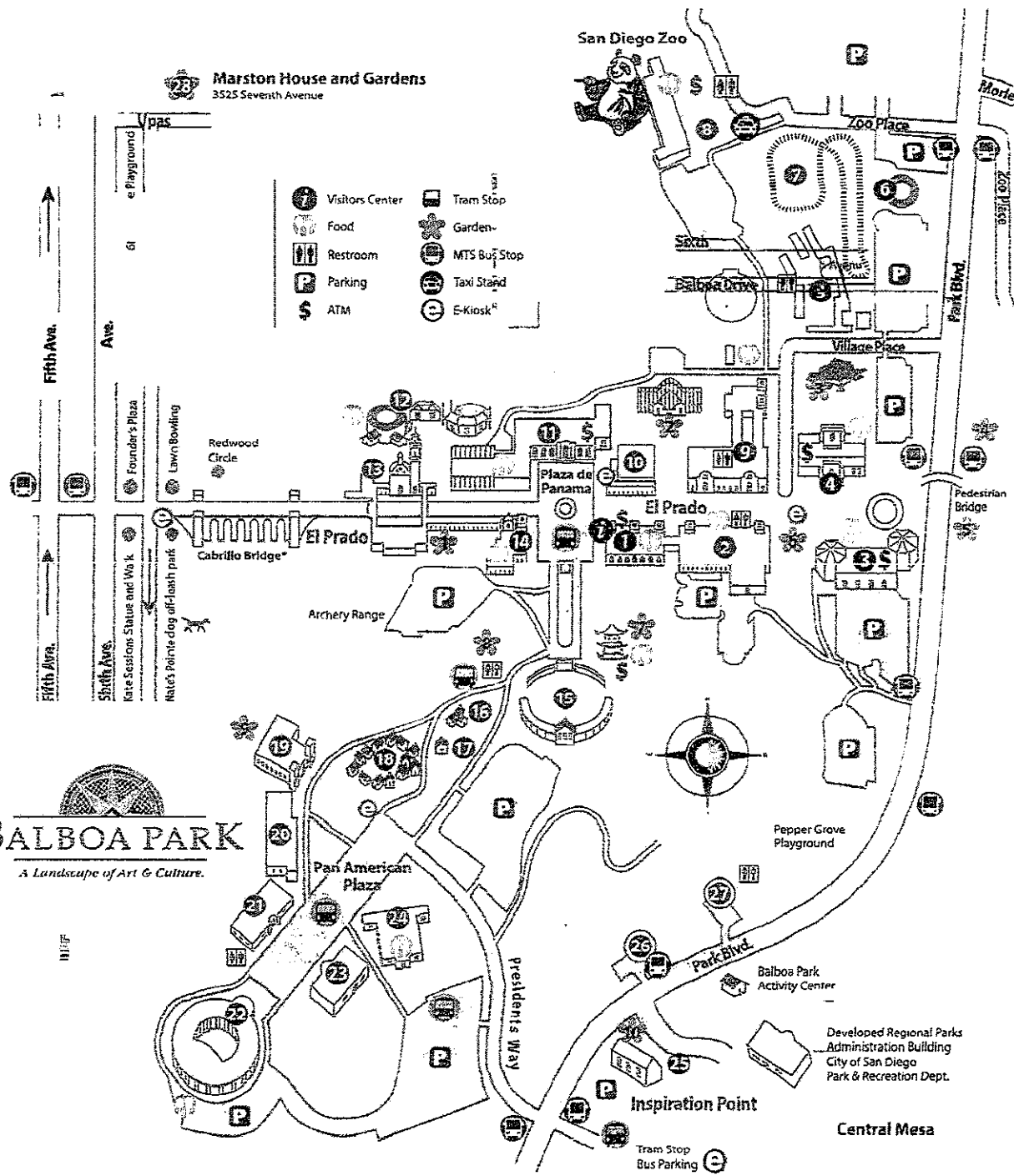
- Carousel ..... 6
- House of Pacific Relations/Cottages ..... 18
- Miniature Railroad ..... 7
- San Diego Zoo ..... 8
- Spanish Village Art Center ..... 5
- United Nations Building/Gift Shop ..... 17

**Buildings**

- Balboa Park Club ..... 19
- Casa del Prado ..... 9
- San Diego Botanical Foundation ..... 9
- San Diego Floral Association ..... 9
- Hall of Nations ..... 16
- House of Hospitality ..... 1
- Municipal Gym ..... 23
- The Prado Restaurant ..... 1

**Gardens/Horticulture**

- Alcazar Garden ..... 2
- Botanical Building and Lily Pond ..... 2
- Desert Garden ..... 4
- Inez Grant Parker Memorial Rose Garden ..... 5
- Japanese Friendship Garden ..... 7
- Moreton Bay Fig Tree ..... 3
- Old Cactus Garden ..... 9
- Palm Canyon ..... 8
- Veterans Memorial Garden ..... 10
- Zoro Garden ..... 6



**Florida Canyon Hiking Trails**

- Morley Field Sports Complex
- Multi-Sports Field
- Golf Course
- Fitness Center
- Bocce Courts
- Tennis Courts
- Kearns Pool
- Picnic Area
- Tiny Tots Play Area
- Velodrome
- Soccer Field

**Numerical Buildings/Museums**

- 1 Balboa Park Visitors Center
- The Prado Restaurant
- House of Hospitality
- 2 Museum of Photographic Arts
- San Diego History Center
- San Diego Model Railroad Museum
- 3 Reuben H. Fleet Science Center
- 4 The NAT  
(San Diego Natural History Museum)
- 5 Spanish Village Art Center
- 6 Carousel
- 7 Miniature Railroad
- 8 San Diego Zoo
- 9 Casa del Prado
- San Diego Civic Youth Ballet
- San Diego Junior Theatre
- San Diego Youth Symphony
- Botanical Foundation
- Floral Association
- 10 Timken Museum of Art
- 11 The San Diego Museum of Art
- 12 The Old Globe Theatre
- 13 San Diego Museum of Man
- 14 Mingei International  
SDAI - Museum of the Living Artist
- 15 Spreckels Organ Pavilion
- 16 Hall of Nations
- 17 United Nations Building/Gift Shop
- 18 House of Pacific Relations
- 19 Balboa Park Club
- 20 Marie Hitchcock Puppet Theater
- 21 San Diego Automotive Museum
- 22 San Diego Air & Space Museum
- 23 Municipal Gym
- 24 San Diego Hall of Champions
- 25 Veterans Museum & Memorial Center
- 26 World Beat Center
- 27 Centro Cultural de la Raza
- 28 Marston House and Gardens

**Numerical Gardens**

- 1 Alcazar Garden
- 2 Botanical Building and Lily Pond
- 3 Moreton Bay Fig Tree
- 4 Desert Garden
- 5 Inez Grant Parker Memorial Rose Garden
- 6 Zoro Garden
- 7 Japanese Friendship Garden
- Palm Canyon
- 9 Old Cactus Garden
- 10 Veterans Memorial Garden



**EXHIBIT B  
SCOPE OF SERVICES**

**A. SPECIFICATIONS**

Contractor shall provide the following programs at at Rancho Peñasquitos Skate Park, Carmel Valley Skate Park and Linda Vista Skate Park: skateboarding classes, camps and competitions. Contractor should have a minimum of five (5) years' experience in providing instructional skateboarding classes and coordinating skate competitions for both youth and adults.

Programs will not be conducted on the following City observed holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas. Contractor cannot collect monies on site for any program.

In addition to furnishing their own skateboard, all students will be required to furnish and wear helmets, elbow pads, and knee pads.

**1. SKATEBOARDING CLASSES**

Each program is six (6) weeks and held as follows: on Saturdays at Carmel Valley Skate Park and Linda Vista Skate Park; and Sundays at Rancho Peñasquitos Skate Park. Minimum/Maximum enrollment for each program is 4 – 20 participants.

**SUMMER**

Session I July – August  
Session II August - September

**FALL**

Session I September – October  
Session II October - December

**WINTER**

Session I December – February  
Session II December - February

**SPRING**

Session I March - May  
Session II May - June

- a. **Beginner Class:** This program is designed to help beginner skateboarders build balance, coordination, and confidence on a skateboard. Participants will be introduced to the fundamentals of skateboarding, skateboarding safety, and skate park etiquette.
- b. **Intermediate/Advanced Class:** This program is designed to help students develop independent confidence with ledges, stairs, grinds, airs, and flips. Participants must have at least one year of skateboarding experience.
- c. **Adult Class:** This program is designed for adult beginners who are looking to learn the fundamentals of skateboarding in a comfortable group environment. Class will entail skateboarding safety, balance and coordination exercises, ramp development, and basic trick progressions. No experience required.

## **2. SKATEBOARDING CAMPS**

### **SUMMER - Skateboard & Swim Camps**

This camp is for ages 6-13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. In the afternoon, the camp instructor will take the children to the Carmel Valley Pool and supervise them while they play in the pool for 90 minutes to 2 hours. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Each camp session is a one-week (5 days) program with two sessions held each month at Carmel Valley Skate Park from 9:00am – 3:00pm.

Minimum/Maximum Skate & Swim enrollment for each session is 4 – 10 participants.

### **SUMMER – Skateboarding Camps**

This camp is for ages 6-13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Each camp session is a one-week (5 days) program with two sessions held each month at Carmel Valley Skate Park, Linda Vista Skate Park and Rancho Peñasquitos Skate Park from 9:00am – 12:30pm. Minimum/Maximum Skate enrollment is 4 – 20 participants.

### **FALL - Thanksgiving Break Skateboarding Camp**

This program is for ages 6-13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Camp will be held the week of Thanksgiving (no camp on Thanksgiving Day). Camp is held at Carmel Valley Skate Park, Linda Vista Skate Park and Rancho Peñasquitos Skate Park from 9:00am – 1:00pm. Minimum/Maximum enrollment is 4 – 20 participants.

### **WINTER - Holiday Break Skateboarding Camp**

This program is for ages 6-13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Camp is held the last week in December. Camp is held at Carmel Valley Skate Park, Linda Vista Skate Park and Rancho Peñasquitos Skate Park from 9:00am – 1:00pm. Minimum/Maximum enrollment is 4 – 20 participants.

**SPRING – Spring Break Skateboarding Camp**

This program is for ages 6–13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Camp is held the during Spring Break. Camp is held at Carmel Valley Skate Park, Linda Vista Skate Park and Rancho Peñasquitos Skate Park from 9:00am – 1:00pm. Minimum/Maximum enrollment is 4 – 20 participants.

**PRESIDENT’S WEEK – Skateboarding Camp**

This program is for ages 6–13 years old and would cover the fundamentals of skateboarding, skateboarding safety and etiquette, and trick development. The goal is for participants to play skateboarding games, make new friends, and learn new tricks with an expert instructor.

Camp is held during President’s Week break. Camp is held at Carmel Valley Skate Park, Linda Vista Skate Park and Rancho Peñasquitos Skate Park from 9:00am – 1:00pm. Minimum/Maximum enrollment is 4 – 20 participants.

**3. SKATEBOARDING COMPETITIONS**

**Skateboarding Competitions** – One competition shall be held in the months of May, October and December. Participants will be judged on “Best Trick” and a game of skate. Competitions will be held at the Carmel Valley Skate Park on dates as specified and approved by the contractor and the Recreation Center Director.

Session I	Beginner Girls	10:00am
Session II	Beginner Boys	10:30am
Session III	Intermediate	11:00am
Session IV	Advanced	12:00pm
Session V	Adult (18+)	1:00pm

**B. ADDITIONAL REQUIREMENTS**

1. Contractor agrees to provide the programs stated above according to the terms of this Agreement.
2. Contractor has sole discretion with regard to the manner, content, and means in which these services are performed.
3. Contractor agrees to provide program information to the Recreation Center Director and public upon request. Information includes, but not limited to, a program description, adult to child ratios, and policies.
4. Contractor agrees that should any programs be canceled or start late, Contractor is responsible for notifying to the Recreation Center office and all

participants listed on the City's program rosters.

5. Contractor agrees to make up all canceled program dates. Contractor agrees that make-up dates will be coordinated directly with Recreation Center Director. If make-up dates cannot be accommodated within the time period of each program, participants will be refunded for missed dates and Contractor will not receive payment for refunded dates.
6. Contractor agrees to remain current with all training required by City.
7. Contractor agrees that any materials and equipment needed to fulfill the services described under this Agreement shall be furnished by Contractor at Contractor's own expense.
8. Contractor agrees to occupy facility, field, and courts only during hours established in this Agreement. Any change to scheduled program times must be approved in writing and in advance by the Recreation Center Director and communicated to the Contract Administrator.

**C. DEPARTMENT REPRESENTATIVE**

The Department Representative for this Agreement is identified in the notice of award and is responsible for overseeing and monitoring this Agreement.

**D. PROGRAM COSTS**

The City of San Diego does not guarantee maximum participation by patrons. The contractor will be paid based solely on the actual number of participants enrolled in each program and the cost per participant as proposed by the Contractor in the Cost Tabulation table in **Exhibit D** to this Agreement. The total value of this Agreement shall not exceed \$150,000 over the entire term of the Agreement.

**E. INSTRUCTOR(S) AND ASSISTANT(S)**

As specified in Section 9 of this Agreement, Contractor shall designate all the instructor(s) and assistants and employees. Contractor shall also provide a summary and/or resumes for all instructors as an attachment to the bid proposal.

Name	Date of Background Clearance	Years of Experience as an Instructor	Other Relevant Experience
Hurvey Haskins	5/2016	12	Lead Instructor for GoSkate.com, Instructor at Lake Owen (Woodward) Camp, ASA Snowboard Instructor at Big Bear Mountain Resort
Michael Brown	6/2016	5	Lead South Kingstown, RI Skateboard Camp, has worked as SD Skatelife Lead Instructor for three years

Name	Date of Background Clearance	Years of Experience as an Instructor	Other Relevant Experience
Andrew Barbosa	4/2013	13	Started Old Mountain Field Skate Camp in Rhode Island in 2007, Developed SD Skatelife in 2013, has managed over 250 week long skateboard camps. Has a BA degree in Parks and Recreation Management. Previously worked for the County of San Diego Parks and Recreation Department as an employee and then contractor. Manages and oversees contracts for the City of Poway, Oceanside, Chula Vista, San Diego, South Kingstown (RI), and Encinitas
Jimmy Cao	6/2016	5	Professional Skateboarder for Skate Mafia, Lead Instructor at Ecke YMCA Skate Park (Encinitas)
David McCray	4/2018	2	SD Skatelife Lead Instructor, managed over twenty full week camps.

**EXHIBIT C**

**City of San Diego General Terms and Provisions Applicable to Goods,  
Services and Consultant Contracts**

**Exhibit C**



**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 3<sup>rd</sup> 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 concerning product endorsement which requires that any advertisement referring to City as a user of a good or service will require the prior written approval of the Mayor.

**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 Equal Pay Ordinance throughout the duration of the Contract.

**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. Contractor shall require subcontractors performing work for contractor under their contract with the City to certify compliance with the Equal Pay Ordinance in their written subcontracts.

**9.1.11.2 Notice Requirement.** Contractor must post a notice informing its employees of their rights under the Equal Pay Ordinance in their workplace or job site.

## **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.

**EXHIBIT D**  
**COMPENSATION AGREEMENT**

<b>Instructional Skateboarding Program Cost Tabulation</b>				
<b>Carmel Valley Skate Park</b>	<b>Total Number of Sessions</b>	<b>Maximum Number of Participants</b>	<b>Cost Per Participant per Session</b>	<b>Maximum Cost Per Year</b>
<b>CLASSES:</b> Held on Saturdays.				
Beginner	8	60	\$67.20	\$4,032.00
Intermediate/Advanced	8	30	\$67.20	\$2,016.00
Adult	8	8	\$67.20	\$537.60
<b>TOTAL CLASSES</b>				<b>\$6,585.60</b>
<b>CAMPS:</b> Held Monday thru Friday (5 days) for students 6 – 13 years old.				
Summer	6	50	\$166.00	\$8,300.00
Summer – Skate and Swim	6	50	\$223.00	\$11,150.00
Winter	2	18	\$133.00	\$2,394.00
Spring	1	10	\$166.00	\$1,660.00
<b>TOTAL CAMPS</b>				<b>\$23,504.00</b>
<b>COMPETITIONS:</b> Held three time per year (see scope for details).				
Beginner Girls	3	10	\$19.35	\$193.50
Beginner Boys	3	20	\$19.35	\$387.00
Intermediate	3	15	\$19.35	\$290.25
Advanced	3	15	\$19.35	\$290.25
Adult (18+)	3	10	\$19.35	\$193.50
<b>TOTAL COMPETITIONS</b>				<b>\$1,161.00</b>
<b>CARMEL VALLEY SKATE PARK PROGRAM COST SUMMARY</b>				
Total Skateboarding Classes				\$6,585.60
Total Skateboarding Camps				\$23,504.00
Total Skateboarding Competitions				\$1,161.00
<b>CARMEL VALLEY SKATE PARK TOTAL</b>				<b>\$31,250.60</b>

<b>Peñasquitos Skate Park</b>	<b>Total Number of Sessions</b>	<b>Maximum Number of Participants</b>	<b>Cost Per Participant per Year</b>	<b>Maximum Cost Per Year</b>
<b>CLASSES:</b> Held on Sundays.				
Beginner	8	35	\$67.20	\$2,352.00
Intermediate/Advanced	8	10	\$67.20	\$672.00
Adult	8	8	\$67.20	\$537.60
<b>TOTAL CLASSES</b>				<b>\$3,561.60</b>
<b>CAMPS:</b> Held Monday thru Friday (5 days) for students 6 – 13 years old.				
Summer	6	30	\$128.40	\$3,852.00
Winter	1	10	\$102.72	\$1,027.20
Spring	1	10	\$128.40	\$1,284.00
President's Week	1	15	\$128.40	\$1,926.00
<b>TOTAL CAMPS</b>				<b>\$8,089.20</b>
<b>PENASQUITOS SKATE PARK PROGRAM COST SUMMARY</b>				
Total Skateboarding Classes				\$3,561.60
Total Skateboarding Camps				\$8,089.20
<b>PENASQUITOS SKATE PARK TOTAL</b>				<b>\$11,650.80</b>

<b>Linda Vista Skate Park</b>	<b>Total # of Sessions</b>	<b>Maximum # of Participants</b>	<b>Cost Per Participant per Year</b>	<b>Maximum Cost Per Year</b>
<b>CLASSES:</b> Held on Sundays.				
Beginner	4	15	\$67.20	\$1,072.20
Intermediate/Advanced	4	8	\$67.20	\$537.60
<b>TOTAL CLASSES</b>				<b>\$1,612.80</b>
<b>CAMPS:</b> held Monday thru Friday (5 days) for students 6 – 13 years old.				
Summer	2	8	\$166.00	\$2,656.00
Spring	1	8	\$166.00	\$1,328.00
President's Week	1	8	\$166.00	\$1,328.00
<b>TOTAL CAMPS</b>				<b>\$5,312.00</b>
<b>LINDA VISTA SKATE PARK PROGRAM COST SUMMARY</b>				
Total Skateboarding Classes				\$1,612.80
Total Skateboarding Camps				\$5,312.00
<b>LINDA VISTA SKATE PARK TOTAL</b>				<b>\$6,924.80</b>

<b>COST SUMMARY FOR ALL SKATE PROGRAMS</b>	
<b>LOCATION</b>	<b>PROPOSED TOTAL</b>
CARMEL VALLEY SKATE PARK	\$31,250.60
PENASQUITOS SKATE PARK	\$11,650.80
LINDA VISTA SKATE PARK	\$6,924.80
<b>ESTIMATED COST FOR ALL PROGRAMS</b>	<b>\$49,826.20</b>

Contractor shall submit an invoice(s) for payment for Services rendered to the Recreation Center Director. In most cases, City will pay the invoice or request for payment within fifteen (15) business days after its receipt and verification, but not more than thirty (30) business days after receipt of invoice(s).

No charges shall be incurred under this Agreement, nor shall any payment become due to the Contractor, until services are received from Contractor and approved by an authorized representative of the City.

The City may withhold payment to Contractor in any instance in which the Contractor has failed or refused to satisfy any obligation provided for under this Agreement.

## **EXHIBIT E**

### **RULES AND REGULATIONS FOR FACILITY USE**

#### **1. Facility Use**

Contractor is required to set up/break down all necessary equipment for their program. Contractor is allowed access to facilities 5 to 30 minutes prior to their program to set up (*\*depends on what is going on in the facility ahead of you*). If more time is needed, it must be requested in writing to the Recreation Center Director in advance. Contractor must leave the facility in the condition in which it was found or better, including cleaning up any materials (art supplies, papers etc.) after the program ends and sweeping, vacuuming, and mopping, as needed.

Prior to class, Contractor must visually inspect the facilities to ensure safety of participants. If any aspect of the facilities appears unsafe, Contractor must immediately notify onsite City staff and take actions that will ensure participant safety.

#### **2. Facility Staffing**

Most facilities have staff on duty to open and close the facility and provide limited support to the contractual programs. In the event the facility is not opened on time for your program, contact the Contract Administrator immediately. In the event you cannot reach the Contract Administrator, call Public Works Dispatch at (619) 527-7660 tell them who you are, what site you are running your program, and that the facility is not opened as stated on the hours of operation.

#### **3. Equipment**

Contractor is responsible for providing all necessary equipment and materials to operate their program. Other than tables and chairs, additional equipment may be available for your program. Equipment must be requested in writing in **Exhibit B**, Scope of Services, of this Agreement. Note that equipment will vary at each facility and may not be available at all locations.

Recreation Centers do not have space available to store materials and equipment. It is the responsibility of the Contractor to remove all materials and equipment from the facility after each use unless otherwise agreed to in **Exhibit B**, Scope of Services, of this Agreement.



**Contractor may not use the copy machines, fax machines or computers at any of the facilities.**

**4. Important Phone Numbers**

It is important to know the number of the Contract Administrator you are working with. Other numbers to put in your phone include the facility you are teaching, the recreation center director, as well as the Police Non-Emergency number (619) 531-2000.

**EXHIBIT F**

**Child Safety and Supervision Procedures**

**PARK AND RECREATION TRAINING ATTENDANCE RECORD**

**Subject:** Child Safety and Supervision Procedures (Refresher Training)

**Description:** Distributed and reviewed the CHILD SAFETY AND SUPERVISION PROCEDURES for:  
 (a) PRESCHOOL AND DAY CAMP PROGRAMS  
 (b) ACTIVITIES FOR CHILDREN AGES 6-12 YEARS  
 (c) SPECIAL EVENTS AND OPEN PLAY

at every site where there are preschool-age programs (ex., tiny tots), day camps, activities for 6-12 year olds, special events or open play. Reviewed and posted in a prominent location in all facilities the Department Public Information Office flyer: WHAT TO DO WHEN A CHILD IS MISSING and WHEN A CHILD IS FOUND.

**Audience:** All paid staff (including grounds maintenance, recreation, and administrative employees), volunteers (registered including coaches), and contractual staff (who provide programs for preschoolers, 6-12 year olds, day camps, or special events).

**Requirement:** Required ANNUALLY for all Department employees, volunteers and contractors who work with children. This tailgate packet is available on the intranet: <http://citynet/training/tailgate/index.shtml>.  
 (Updated 3/12)

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Presenter:** \_\_\_\_\_

**If presenter is Park and Recreation Department employee, indicate Employee I.D. Number:** \_\_\_\_\_

	<u>Employee I.D. Number</u>	<u>Print Name</u>	<u>Job Class</u>	<u>Signature</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

Check method(s) used in this training to demonstrate each attendee listed learned key points:

Verbal response to questions       Written test  
 On-site demonstration of task       Other: \_\_\_\_\_

**Division:** \_\_\_\_\_ **District Manager:** \_\_\_\_\_

**Supervisor (of those in attendance):** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**City of San Diego Park & Recreation Department**  
**CHILD SAFETY AND SUPERVISION PROCEDURES**  
**FOR PRESCHOOL-AGE AND DAY CAMP PROGRAMS**

Effective immediately:

1. Paid staff or registered volunteers are required to supervise children at all times. Do not leave children unattended at any time during program. Program time includes arrival of the participants at sign in through departure at sign out. For activities that are 60 minutes or less, according to the stated time (e.g., peewee sports, tumbling), a class roster may substitute for sign in/sign out procedure: attendance must be taken at the beginning of the activity (or at late arrival) and at departure of the participants.
2. Staff shall provide supervision during the times stated for the activity. In preschool-age programs, minimum adult supervision is one paid staff member or registered volunteer per 12 children. In day camp programs, minimum adult supervision is one paid staff member or registered volunteer per 15 children. Any exceptions to this supervision standard must be approved in advance by the Deputy Director or higher.
3. Parents or designees are required to sign in and sign out the participants each day unless an attendance roster is used for the activity. Names of parents and designees must be on the emergency information card that is kept on site. The emergency card can be amended at any time by the parent.
4. Restroom breaks (as a group) should be routinely scheduled for the participants. No child will ever go to the restroom alone without a paid staff member, registered volunteer, or parent/guardian. With the permission of a paid staff member or registered volunteer, children 8 years of age and older may be allowed to use the same sex buddy system to go to the restroom.
5. Head counts must be conducted periodically by the instructor throughout the program and whenever there is a change of location (e.g., from field to building, field to comfort station, building to field, etc.).
6. When natural boundaries (e.g., fencing, hedge, etc.) do not exist at the site, the instructor must establish a boundary and instruct the children to stay within the boundary during the program.
7. At least two paid staff members or registered volunteers (which may include the activity instructor) shall be at the recreation center facility at all times. In the event of an emergency, one paid staff member or registered volunteer shall perform a head count and remain with and supervise the children throughout the emergency. If the activity is taking place at a neighborhood park or other remote site, or if there is only one instructor available at the facility, the instructor must carry a cell phone and be instructed in advance on the emergency procedure plan for that site/facility, which includes remaining with the children and calling 911 for emergency situations.
8. If a child is missing, immediately get the assistance of paid staff or registered volunteer to stay with the children and perform a head count. Instructor should begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent, then call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
9. Site supervisor must do walk around site checks on a regular basis during program hours.
10. These procedures will be posted in a prominent location at all program sites.
11. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
  - Emergency Procedures (site specific)
  - Child Abuse Reporting (for mandated or non-mandated reporters)
  - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

Updated 3/12

**City of San Diego Park & Recreation Department**  
**CHILD SAFETY AND SUPERVISION PROCEDURES**  
**FOR ACTIVITIES FOR CHILDREN AGES 6 – 12 YEARS**  
(Classes, Field Trips, Youth Sports, Tournaments, Etc.)

Effective immediately:

1. Paid staff or registered volunteers are required to supervise children at all times. Do not leave children unattended at any time during program. Program time includes arrival of the participants at sign in through departure at sign out. A class roster may substitute for sign in/sign out procedure: attendance must be taken at the beginning of activity (or at late arrival) and at departure of the participants.
2. Staff shall provide supervision during the times stated for the activity. At least one paid staff member or registered volunteer shall be provided per 15 children. Any exceptions to this supervision standard must be approved in advance by the Deputy Director or higher.
3. Parents or designees are required to sign in and sign out the participants each day, unless an attendance roster is used for the activity. Names of parents and designees must be on the emergency information card that is kept on site. The emergency card can be amended at any time by the parent.
4. No child will go to the restroom alone without a paid staff member, registered volunteer, or parent/guardian; with permission of a paid staff member or registered volunteer, children 8 years of age and older may be allowed to use the same sex buddy system to go to the restroom.
5. Head counts must be conducted periodically by the instructor throughout the program and whenever there is a change of location (e.g., from field to building, field to comfort station, building to field, etc.).
6. When natural boundaries (e.g., fencing, hedge, etc.) do not exist at the site, the instructor must establish a boundary and instruct the children to stay within the boundary during the program.
7. At least two paid staff members or registered volunteers (which may include the activity instructor) shall be at the recreation center facility at all times. In the event of an emergency, one paid staff member or registered volunteer shall perform a head count and remain with and supervise the children throughout the emergency. If the activity is taking place at a neighborhood park or other remote site, or if there is only one instructor available at the facility, the instructor must carry a cell phone and be instructed in advance on the emergency procedure plan for that site/facility, which includes remaining with the children and calling 911 for emergency situations.
8. If a child is missing, immediately get the assistance of paid staff or registered volunteer to stay with the children and perform a head count. Instructor should begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent, then call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
9. Site supervisor must do walk around site checks on a regular basis during program hours.
10. These procedures will be posted in a prominent location at all program sites.
11. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
  - Emergency Procedures (site specific)
  - Child Abuse Reporting (for mandated or non-mandated reporters)
  - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

Updated 3/12

**City of San Diego Park & Recreation Department**  
**CHILD SAFETY AND SUPERVISION PROCEDURES**  
**FOR SPECIAL EVENTS AND OPEN PLAY**  
(Usually No Registration Required, and No Direct Supervision)

Effective immediately:

1. No direct supervision is provided.
2. If there is an emergency, paid staff and registered volunteers must follow the site specific emergency plan.
3. If a child is reported missing, immediately get the assistance of paid staff, registered volunteer, or parent/guardian. Begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent/guardian if not present and call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
4. Site supervisor must do walk around site checks on a regular basis during program hours.
5. These procedures will be posted in a prominent location at all program sites.
6. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
  - Emergency Procedures (site specific)
  - Child Abuse Reporting (for mandated or non-mandated reporters)
  - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

Updated 3-12

## ATTENTION:

Staff, Volunteers and Contractors at All Parks, Pools, and Recreation Facilities

### WHAT TO DO WHEN A CHILD IS MISSING

**NEVER LEAVE A CHILD WHO IS PARTICIPATING IN A CITY OR CONTRACTUAL PROGRAM UNATTENDED DURING THE TIME THE CHILD IS ON SITE.**

**If a Child Should Become Lost,  
Follow this Step-By-Step Procedure to Ensure the Child's Safe Return.**

- 1) Conduct a count of all children present to confirm that a child is, in fact, missing.
- 2) Tell fellow staff members, volunteers, and contractors on site that a child is missing and provide a description of the child.
- 3) While a staff or volunteer supervises the other children, assign one or more staff or volunteers the task of searching the immediate area, including restrooms.
- 4) If the child is not located within three to five minutes, **call 911** and provide as much information to the police dispatcher as you can, including a description of the child, the location where you last saw the child, and the time that you last saw the child.
- 5) **Call Station 38 at 619/527-7663** and explain what occurred. Also, provide a description of the child, the location where you last saw the child, and the time you last saw the child. Request that Station 38 notify your Deputy Director right away.
- 6) **Contact the parent(s) or guardian(s) of the child** and explain that procedures for finding their child are being followed. Ask if another family member may have picked up the child, or if the child may have left the site to go somewhere familiar, like a friend's house nearby. If you receive any leads, call 911 and share the information with the police dispatcher.

### WHAT TO DO WHEN THE CHILD IS FOUND

- 1) As soon as the child is found, **immediately contact the parent(s) or guardian(s)** and provide them with a description of how and where the child was found.
- 2) **Call 911** and provide the updated information to the police dispatcher along with a description of how and where the child was found.
- 3) **Call Station 38 at 619/527-7663** and explain how and where the child was found. Request that Station 38 notify your Deputy Director.



**IF YOU HAVE ANY QUESTIONS,  
CALL THE PARK AND RECREATION DEPARTMENT  
TRAINING OFFICE AT 619/525-8245**