



CITRUS HEIGHTS WATER DISTRICT

REQUEST FOR QUOTES

FOR

HVAC MAINTENANCE AND REPAIR SERVICES

Release Date: Wednesday, October 24, 2018

Deadline for Submission: Thursday, November ~~15~~²⁹, 2018 at 3:00 PM PST

**Contact person: Brian Hensley, Citrus Heights Water District, Water
Resources Supervisor**

Care of:

**Citrus Heights Water District
6230 Sylvan Road
P.O. Box 286
Citrus Heights, CA 95611-0286**

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SECTION 00100
NOTICE INVITING REQUEST FOR QUOTES

NOTICE INVITING REQUEST FOR QUOTES

HVAC MAINTENANCE AND REPAIR SERVICES

Citrus Heights Water District (“District”) is requesting quotes from licensed contractors to assist the District with Heating, Ventilation and Air Conditioning (HVAC) Services. The purpose of the request is to provide visual inspections, maintenance, repairs, and/or new installations of the District’s HVAC systems (herein referred to as “units”).

The District intends to issue up to two contracts, one primary and one secondary, for each one-year term for these services. The contract(s) will have the option to renew for up to twenty-four (24) additional months. Currently, the District does not have a contractor for these services. The average, annual amount of service requests issued by the District are six times per year including quarterly inspections, annual and semi-annual maintenance, not including corrective maintenance as-needed. The average volume of work expected ranges from two-thousand (\$2,000.00) up to five-thousand (\$5,000.00) dollars per year. This information is for informational purposes only and should not be interpreted as a guarantee of future work. District offers no such guarantee.

Proposer, at its and/or their sole expense, shall obtain and maintain, during the term of any agreement, all appropriate permits, certificates and licenses including but not limited to, a City of Citrus Heights Business License which will be required in connection with the performance of services.

The Contractor shall provide all necessary supervision, labor, materials, tools, supplies, parts, equipment, and transportation necessary to perform scheduled and corrective maintenance as noted in “Exhibit A”. Work shall be performed in accordance with the requirements stated herein, and as recommended by various manufacturers and suppliers. All work (hereinafter “Work”) shall be performed in an efficient, expeditious, and satisfactory manner.

- A. When performing services, Contractor’s technician-laborer shall have available the proper tools and test equipment as recommended by the manufacturer-supplier needed to perform the services as stated. At no time shall Contractor perform work which would adversely affect a unit’s warranty from the manufacturer or supplier.

- B. Contractor shall consult with the appropriate District staff to seek approvals when suggesting replacement and/or repairs prior to commencement of work. All replacement parts/components shall be those identified by the manufacturer-supplier unless otherwise agreed to in advance by District.

- C. Exhibit C, HVAC Equipment Inventory List, includes District owned buildings with addresses. The majority of District units are residential to commercial heat pumps, package, and split units. The District reserves the right to add or delete units or locations to the Contract.

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D. Maintenance and Repairs: Contractor shall perform quarterly maintenance, repair, clean, and make necessary adjustments (calibration of electrical controls) to the unit's air conditioners, heat pumps, and associated dampers, motors, and other related equipment and components.

1. All maintenance and repair services shall be performed on a time and materials basis unless it is determined that the cause of failure or malfunction was due to Contractor's failure to properly perform repair services appropriately, in which case, such repairs shall be made at no additional cost to the District.

2. Contractor may be called upon to perform installations of new units (systems, equipment, parts, and components). Installations shall be performed in accordance with the manufacturer's detailed specifications and requirements.

3. Response time for maintenance-repair services shall be "within three (3) business days of request by District." All work shall be performed during normal working hours unless otherwise requested and approved by District in advance. Normal working hours are as follows: 7:00 a.m. – 5:30 p.m., Monday through Thursday, excluding District observed holidays-closings.

E. Emergency Services: Emergency services shall be provided on an emergency "as needed" basis. District will notify Contractor when emergency services are required. Contractor shall be available to provide emergency services 24 hours/day, 7 days/week, 365 days/year, and have the ability to respond within three (3) hours of request by District or the Contractor shall demonstrate that conditions were such that travel to the site would be extremely hazardous, or there was some other extenuating circumstance. Should this be the case, Contractor shall be required to immediately contact the appropriate District staff and communicate the problem with travel and a revised time may be approved.

All emergency services shall be performed on a time and materials basis unless it is determined the cause of the failure or malfunction was due to Contractor's failure to properly perform repair and-or emergency services appropriately, in which case, such emergency repairs shall be made at no additional cost to the District.

F. Contract Start-Up: Prior to performing any Work, Contractor shall contact the appropriate District staff to discuss and coordinate all responsibilities, scheduling, and other parameters associated with the Work.

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NOTICE INVITING REQUEST FOR QUOTES

Contractor shall maintain the following insurance limits as follows:

No less than: (1) General Liability: \$2,000,000 MINIMUM per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000 MINIMUM per accident for bodily injury and property damage; and (3) Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 MINIMUM per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

Prevailing Wage Requirements:

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which applicable project work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful proposer, copies of which are on file and will be made available to any interested party upon request at the District's offices or online at:

<http://www.dir.ca.gov/dlsr>.

A copy of these rates shall be posted by the Contractor at the job site. The Contractor and all subcontractor(s) under him/her, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

~~All Contractors and subcontractors that wish to enter into a contract to perform public work must be registered with the Department of Industrial Relations. No contract will be entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.~~

Addendum Issued 10/30/2018: Please note that this project qualifies for a small project exemption and registration with DIR is not required: Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

For further information, contact **Brian Hensley, Water Resources Supervisor, at (916) 735-7730.**

END OF NOTICE INVITING REQUEST FOR QUOTES

SECTION 00200
INSTRUCTIONS TO PROPOSERS

INSTRUCTIONS TO PROPOSERS

1. COMPLETION OF SERVICES AVAILABLE AND FINANCIAL WORKSHEET

Quotes shall only be prepared using copies of the Services Available and Financial Worksheet which are included in the Contract Documents. The use of substitute worksheets will not be permitted. Quotes shall be executed by an authorized signatory as described in these Instructions to Proposers.

2. MODIFICATIONS OF QUOTES

Each Proposer shall submit its Quote in strict conformity with the requirements of the Services Available and Financial Worksheet. Unauthorized additions, modifications, revisions, conditions, limitations, exclusions or provisions attached to a Quote may cause its rejection. Proposers shall neither delete, modify, nor supplement the printed matter on the Services Available and Financial Worksheet, nor make substitutions thereon. Oral, telephonic and electronic modifications will not be considered.

3. DESIGNATION OF SUBCONTRACTORS

Due to the nature and volume of work, the District will not allow the use of subcontractors for these services.

4. LICENSING REQUIREMENTS

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all Contractors must possess proper licenses for performance of this Contract.

Pursuant to Section 7028.5 of the Business and Professions Code, the District shall consider any quote submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the District shall reject the Quote.

The District shall have the right to request, and Proposers shall provide within five (5) calendar days, evidence satisfactory to the District of all valid license(s) currently held by that Contractor before awarding the Contract.

Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.

5. SIGNING OF QUOTES

All Quotes submitted shall be executed by the Proposer or its authorized representative.

SECTION 00200
INSTRUCTIONS TO PROPOSERS

6. SUBMISSION OF QUOTES

Proposers may submit their quotes and questionnaire responses using the forms attached. Contractors shall address the questions in the order presented; responses must be identified by the question numbers below. Answers to questions need to be specific, detailed and straightforward, using clear, concise, easily understood language. Questionnaire must be typed; no handwritten responses will be accepted.

The answers to questions in this section will be evaluated and scored to determine the Contractor's ability to provide quality service at fair and reasonable prices, while maintaining high standards of customer satisfaction.

Contractors are encouraged to make any comment and/or attach any information that may assist in evaluating their ability to perform this contract.

Quotes must be delivered hard-copy to the District Office. No oral, telephonic, or facsimiles will be considered.

7. WITHDRAWAL OF QUOTE

Prior to the closing deadline, a Quote may be withdrawn by the Proposer. Any request to withdraw a Quote after submission deadline must be made in accordance with Public Contract Code section 5100 *et seq.* and must be submitted in writing within five (5) working days, excluding Saturday, Sundays and State holidays, specifying in detail how the mistake was made.

8. BASIS OF AWARD

The District may award one or more contracts in conjunction with this request. The contract(s) will be awarded to the Contractor(s) whose quotes are the lowest responsible quotes and best meet the selection criteria. The Citrus Heights Water District reserves the right to reject all quotes, request new or modified quotes or award the contract without discussion based upon the initial quotations.

9. INSURANCE REQUIREMENTS

The successful Contractor shall procure the insurance in the form and in the amount specified in the Contract Documents.

10. WORKERS COMPENSATION

Each proposer shall submit the Contractor's Certificate Regarding Workers' Compensation form.

11. PREVAILING WAGES

The District has obtained from the Director of the Department of Industrial Relations the

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INSTRUCTIONS TO PROPOSERS

general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are on file and available at the District's offices, or may be obtained online at <http://www.dir.ca.gov/dlsr>. Proposers are advised that a copy of these rates must be posted by the successful Contractor at the job site(s).

If the Work involves federal funds or otherwise requires compliance with the Davis-Bacon Fair Labor Standards Act, the Contractor and all its subcontractors shall pay the higher of the state or federal prevailing wage rates.

12. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

13. IRAN CONTRACTING ACT CERTIFICATION

Each proposer shall submit the certification required by the Iran Contracting Act of 2010, Public Contract Code section 2200 *et seq.* with its quote. The certification is included in the Contract Documents.

14. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the work will be located, unless otherwise expressly provided by the Contract Documents.

15. EXECUTION OF CONTRACT

As required herein, the Proposer to whom an award is made shall execute two identical counterparts of the Contract in the amount determined by the Contract Documents. The District may require appropriate evidence that the persons executing the Contract are duly empowered to do so.

END OF INSTRUCTIONS TO PROPOSERS

SECTION 00300
SERVICES AVAILABLE AND FINANCIAL WORKSHEET

SERVICES AVAILABLE AND FINANCIAL WORKSHEET

NAME OF PROPOSER: _____

HVAC Maintenance and Repair Services

We hereby propose to furnish all labor, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the following tasks. Pricing for materials and rental equipment needed will be furnished on a project basis with the following mark-up percentage (%).

All rates, mark up percentages, and other costs shall be guaranteed for two years.

“Other Costs” column can be used to enter different labor rates for holiday, weekend, emergency call-outs and/or travel costs, minimum trip charge, etc.

1. Attached is the fully executed Non-Collusion Declaration form.
2. Attached in the completed Designation of Subcontractors form.
4. Attached is the completed Proposer Information Form.
5. Attached is the completed Iran Contracting Act Certification.
6. Attached is the completed Contractor’s Certificate Regarding Workers’ Compensation form.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Services Available and Financial Worksheet and all of the representations made herein are true and correct.

Name of Proposer _____

Signature _____

Name and Title _____

Dated _____

SECTION 00300
SERVICES AVAILABLE AND FINANCIAL WORKSHEET

COMPANY NAME: _____ DATE: _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

Be sure to fill out this form completely, it will become "Exhibit B – Payment Rates" of the Agreement for Services. Please add a separate TIME & LABOR RATES table for each individual job classification (Technician, Laborer-Helper, etc.) Use the "Conditions for Payment Rate" column to describe in detail the schedules and conditions which may merit any variance from the Standard Time payment rate. Examples of alternative rates may include As Needed Emergency Services, Weekend Rates, Holiday Rates, Double-Time, work over a certain threshold of hours, etc.

TIME & LABOR RATES Time & Labor Rates Type of Pay	Conditions for Payment Rate	Hourly Rate
Standard Time (*Required)	(Example: "Up to X hours per day, up to Y days per week").	\$ / hour
Overtime, if applicable		\$ / hour
Alternative Rate #A, if applicable		\$ / hour
Alternative Rate #B, if applicable		\$ / hour
Alternative Rate #C, if applicable		\$ / hour
Alternative Rate #D, if applicable		\$ / hour

NON- LABOR RATES

Minimum Service Call Duration (in hours)	= _____ hours
Mileage Reimbursement Rate (in \$ per mile)	NOT REIMBURSABLE
Rental Equipment Markup	= Cost + _____ %
All Other Rates	= _____

COMPANY REPRESENTATIVE

Signature: _____ Date: _____

Name: _____

Title: _____

END OF SERVICES AVAILABLE AND FINANCIAL WORKSHEET

SECTION 00310
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Proposer _____

Signature _____

Name _____

Title _____

Dated _____

END OF CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

**SECTION 00320
NON-COLLUSION DECLARATION**

NON-COLLUSION DECLARATION

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH QUOTE

The undersigned declares:

I am the _____ of _____, the party making the foregoing quote.

The quote is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The quote is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham quote. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham quote, or to refrain from submitting. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the quote price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the quote price, or of that of any other proposer. All statements contained in the quote are true. The proposer has not, directly or indirectly, submitted his or her quote price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, or to any member or agent thereof to effectuate a collusive or sham quote, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

(Signature)

(Print Name)

(Print Title)

(Date)

END OF NON-COLLUSION DECLARATION

SECTION 00330
CONTRACTOR INFORMATION AND EXPERIENCE FORM

CONTRACTOR INFORMATION AND EXPERIENCE FORM

A. INFORMATION ABOUT PROPOSER

Failure to complete all information may render your quote non-responsive. [**Indicate not applicable (“N/A”) where appropriate.**]

NOTE: Where Proposer is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

1.0 Proposer Business Name and Address: _____

2.0 Type, if Entity: _____

3.0 Proposer Contact Information (name, address, email, fax, and phone):

Facsimile Number Telephone Number

4.0 How many years has Proposer’s organization been in business as a Contractor? _____

5.0 How many years has Proposer’s organization been in business under its present name? _____

5.1 Under what other or former names has Proposer’s organization operated? _____

6.0 If Proposer’s organization is a corporation, answer the following:

6.1 Date of Incorporation: _____

6.2 State of Incorporation: _____

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CONTRACTOR INFORMATION AND EXPERIENCE FORM

6.3 President's Name: _____

6.4 Vice-President's Name(s): _____

6.5 Secretary's Name: _____

6.6 Treasurer's Name: _____

6.7 Number of Employees: _____

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization:

7.2 Name and address of all partners (state whether general or limited partnership):

7.3 Number of Employees: _____

8.0 If other than a corporation or partnership, describe organization and name principals:

9.0 List other states in which Proposer's organization is legally qualified to do business.

10.0 Briefly describe business experience and past clients.

SECTION 00330
CONTRACTOR INFORMATION AND EXPERIENCE FORM

11.0 Has Proposer ever failed to complete any work awarded to it? If so, note when, where, and why:

12.0 Within the last five years, has any officer or partner of Proposer's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

13.0 List Three References (include Agency Name, Contact Person, Phone and Email Address):

14.0 To qualify for Scopes of Work under this contract worth more than \$15,000 for maintenance work or Scopes of Work worth more than \$25,000 for new construction, alteration, installation, demolition, or repair, registration with the California Department of Industrial Relations (DIR) is required. Are you registered with DIR? If yes, please provide your DIR registration number.

SECTION 00330
CONTRACTOR INFORMATION AND EXPERIENCE FORM

B. Additional Contractor's Statements:

If the Contractor feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

C. VERIFICATION AND EXECUTION

These Forms shall be executed only by a duly authorized official of the Proposer:

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

Name of Proposer _____

Signature _____

Name _____

Title _____

Dated _____

END OF CONTRACTOR INFORMATION AND EXPERIENCE FORM

**SECTION 00340
IRAN CONTRACTING ACT CERTIFICATION**

**IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code section 2200 *et seq.*)**

As required by California Public Contract Code section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code section 2200 *et seq.*) is true and correct:

- The Contractor is not:
 - (i) identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203; or
 - (ii) a financial institution that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- District has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, District will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- The amount of the Contract payable to the Contractor for the Work does not exceed \$1,000,000.

Signed _____

Titled _____

Firm _____

Date _____

Note: In accordance with Public Contract Code section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract Price, termination of the Contract and/or ineligibility to bid on contracts for three years.

END OF IRAN CONTRACTING ACT CERTIFICATION

**SECTION 00400
CONTRACT**

**CITRUS HEIGHTS WATER DISTRICT
MAINTENANCE SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this [***INSERT DAY***] day of [***INSERT MONTH***], [***INSERT YEAR***] by and between the Citrus Heights Water District, a municipal corporation organized under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California (“District”) and [***INSERT NAME***], a [***[INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY]***] with its principal place of business at [***INSERT ADDRESS***] (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain maintenance services required by the District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing Heating, Ventilation, and Air Conditioning (HVAC) services to public clients, that it and its employees have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of District. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

2.2 Project.

District desires to engage Contractor to render such an HVAC preventative maintenance program and as-needed corrective maintenance throughout the contract term at several District locations (herein after “Project”) as set forth in this Agreement.

3. Terms.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional HVAC services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

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3.12 Term. The term of this Agreement shall be from [***INSERT START DATE***] to [***INSERT ENDING DATE***], unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Contractor.

321 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

322 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement as-needed. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

323 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of District.

324 District's Representative. The District hereby designates Hilary Straus, General Manager, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than the District's Representative or his or her designee.

325 Contractor's Representative. Contractor hereby designates [***INSERT NAME OR TITLE***], or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

SECTION 00400

CONTRACT

326 Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to the District's staff, consultants and other staff at all reasonable times.

327 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-contractors who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

328 Period of Performance and Liquidated Damages. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Contractor agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such completion schedule or Project milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the District will suffer damage. Pursuant to Government Code Section 53069.85, Contractor shall pay to the District as fixed and liquidated damages, and not as a penalty, the sum of One-hundred Dollars (\$100.00) per day for each and every calendar day of delay beyond the Performance Time or beyond any completion schedule or Project milestones established pursuant to this Agreement.

329 Disputes. Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which Contractor may be required to do, or respecting the size of any payment to Contractor during the performance of this Agreement, Contractor shall continue to perform the Work while said dispute is decided by the District. If Contractor disputes the District's decision, Contractor shall have such remedies as may be provided by law.

32.10 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Contractor shall be solely responsible for all costs arising therefrom. District is a

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public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

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32.104 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

32.105 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

32.106 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Contractor shall specifically be aware of the CARB limits and requirements' application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify District against any fines or penalties imposed by CARB or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

32.107 Water Quality.

(A) Management and Compliance. To the extent applicable, Contractor's Services must account for, and fully comply with, all local, state and federal laws, rules and regulations that may impact water quality compliance, including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); laws, rules and regulations of the Environmental Protection Agency and the State Water Resources Control Board; the District's ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the state.

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or District to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section, unless such non-compliance is the result of the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers.

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(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by District, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, District will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Contractor shall not commence Work under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this Section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this Section.

3.2.11.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

(B) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$2,000,000 MINIMUM per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be **twice** the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 MINIMUM per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 MINIMUM per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

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(C) Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the District. If such coverage is cancelled or materially reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the District will be promptly reimbursed by Contractor or the District may withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the District may suspend or terminate this Agreement.

(D) Additional Insured. The Citrus Heights Water District, its officials, officers, employees, agents, and volunteers shall be named as additional insureds on Contractor's and its subcontractors' policies of commercial general liability and automobile liability insurance using the endorsements and forms specified herein or exact equivalents.

3.2.11.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the Citrus Heights Water District, its officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and complete operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the District, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the District, before the District's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the District, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(A).

(B) Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the District, its officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's

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scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(B).

(C) Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Contractor.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the District, its officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.4 Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

3.2.11.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. Contractor shall guarantee that, at the option of the District, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officials, officers, employees, agents, and volunteers; or (2) the Contractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.11.6 Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the District that they have secured all insurance required under this Section. If requested by Contractor, the District may approve different scopes or minimum limits of insurance for particular subcontractors. The Contractor and the District shall be named as additional insureds on all subcontractors' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

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3.2.11.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A: VIII, licensed to do business in California, and satisfactory to the District.

3.2.11.8 Verification of Coverage. Contractor shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.11.9 Reporting of Claims. Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees and District staff appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 [RESERVED].

3.2.14 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "B" attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

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332 Payment of Compensation. Contractor shall submit to the District a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

333 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

334 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

335 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

336 Registration. If the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractor. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Termination of Agreement.

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341 Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to the District, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

342 Effect of Termination. If this Agreement is terminated as provided herein, District may require Contractor to provide all finished or unfinished Documents and Data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

343 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 General Provisions.

351 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

[***INSERT NAME, ADDRESS & CONTACT PERSON***]

District:

Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: Nick Spiers, Assistant Water Distribution Supervisor

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

352 Indemnification.

352.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors,

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consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

3522 Additional Indemnity Obligations. Contractor shall defend, with Counsel of District's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.2.1 that may be brought or instituted against District or its officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse District for the cost of any settlement paid by District or its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for District's attorneys' fees and costs, including expert witness fees. Contractor shall reimburse District and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its officials officers, employees, agents, or volunteers.

353 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County, California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the District.

354 Time of Essence. Time is of the essence for each and every provision of this Agreement.

355 District's Right to Employ Other Contractors. District reserves right to employ other contractors in connection with this Project.

356 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

357 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees,

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hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to the District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.5.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.5.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.5.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

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35.15 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to recover from the losing party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

35.16 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

35.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

35.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

[Signatures on Next Page]

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Exhibit "A"

Scope of Services

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SCOPE OF SERVICES FOR HVAC MAINTENANCE AND REPAIR SERVICES

SECTION A: GENERAL SPECIFICATIONS

SERVICES TO BE PROVIDED

It is the Proposer's responsibility to provide an appropriate level of on-site staffing as needed, provide appropriate tools and vehicles necessary to support all District HVAC maintenance functions, as well as HVAC improvement projects during business hours and for response after normal working hours. Proposer's services are to be compliant with all Federal, State, CARB, AQMD, OSHA and all other applicable regulatory requirements.

PRICING TABULATION SHEETS

Prices as stated on the Payment Rates Sheet (Exhibit B) shall be all inclusive for routine maintenance services specified in this Proposal.

HVAC MAINTENANCE STAFFING LEVELS

The Contractor shall provide a staffing level that will provide the desired level of customer service, program support, HVAC maintenance and repair at designated District facilities.

Staffing levels should include staff that is certified and proficient in the complete maintenance and repair of a variety of package HVAC units and associated equipment. Additionally, service levels shall provide the ability to respond within three (3) hours to situations involving the health and safety of employees and/or the public; comfort and operational capability of any public meeting space. Routine repairs, service requests or other non-urgent tasks shall be completed by journey level staff within three (3) working day from the date of the request.

The journey-level worker(s) shall be proficient in the following trades:

- Package HVAC units.
- All mechanical and electronic aspects of HVAC systems.
- Multi zone air handling systems
- A comprehensive understanding of HVAC control systems.

TOOLS AND EQUIPMENT

The Contractor shall furnish and maintain all equipment necessary for properly maintaining HVAC systems.

INSPECTIONS AND REMEDIES

So as to ensure consistent quality of the work being performed, the Operations Manager, or his designee, shall inspect any work performed by the Contractor to ensure that the materials and workmanship are in accordance with the specifications prior to accepting and approving invoice for payment of work performed.

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EMERGENCY CALL OUT SERVICE

Contractor shall provide 24 hour emergency service as needed in all aspects of HVAC emergency repair for Citrus Heights Water District (District) facilities included in this specification. Hours shall be Monday through Thursday 5:30 p.m. to 7:00 a.m. and 24 hours each day on Fridays, weekends and Holidays. Contractor shall have working personnel on-site within three (3) hours of the call-out. Labor rates for emergency call out work and overtime shall be paid at 1½ times the fixed rate shown on the Bid.

REPAIR WORK

Contractor shall be expected to be capable of repairing or replacing failed or worn moving parts (such as: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches). Prior to beginning any repair or replacement, Contractor will troubleshoot the system to diagnose the system's problems and provide a written analysis of such troubleshooting. The District shall not incur any extra charge for this analysis which will include an itemized listing of the equipment/parts that are proposed to be repaired or replaced. All work beyond and in addition to the routine maintenance scope of the contract shall require an estimate for proposed work be provided to the Operations Manager or his designee for consideration. Repairs to the District HVAC units may include units located at remote facilities shown on the HVAC Equipment List and not subject to Annual Maintenance.

All written estimates shall include labor costs as shown on bid sheet and costs for parts, materials, and equipment. Final invoices shall contain original estimate and actual receipts for parts, materials, and equipment. Mileage will not be reimbursable. The District reserves the right to go out to bid for any repairs exceeding \$10,000.

ADDITIONAL CONTRACTOR REQUIREMENTS

- Contractor shall show evidence of having served commercial customers in similar contracts.
- Contractor shall hold a current C20 license.
- Contractor shall have full-time journeymen-level mechanical personnel.
- Service Automation specialists shall demonstrate familiarity with a variety of generic HVAC control systems.
- Contractor shall supply their staff with their company uniform and photo identification tags that will be worn at all times. Uniforms shall display the Contractor logo and employee first or last name shall be clearly visible.

SECTION B: ROUTINE MAINTENANCE SPECIFICATIONS

The Contractor shall retain qualified personnel who have successfully and competently provided commercial facility HVAC maintenance and repair services on projects of similar scope and complexity. It shall be the Contractor's responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the Operations Manager or designee, all aspects of HVAC systems in District facilities. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and

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proactive servicing of HVAC systems so as to facilitate heating/cooling with minimal downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations. The successful Proposer's maintenance program and repairs shall, at a minimum, include but not limited to the specifications outlined herein.

DAMAGES

The Contractor will be responsible for all damages to the facility or contents caused by Contractor, their staff or subcontractors during the performance of their duties.

**HEATING-VENTILATION-AIR CONDITIONING (HVAC)
MAINTENANCE AND MONITORING**

Contractor shall provide expeditious correction and record complaints and corrections at District facilities. Contractor shall inspect all HVAC systems on a quarterly basis each year, with start-up and run inspections performed and documented.

- Contractor shall inspect all moving parts or components, investigate noises: belts; bearings; drives; and fans, and lubricate and adjust as recommended per manufacturers specifications.
- Contractor shall perform air-handling unit maintenance which includes but is not limited to; all services recommended by manufacturer; replacing air filters as needed, at District facilities.
- Contractor shall inspect, provide documentation that all District facilities under contract with Contractor are receiving required work.
- Contractor shall perform quarterly inspections of HVAC systems for preventative maintenance work requests.

Proof of Work Documentation

The Contractor will provide a standard proof of work documentation following completion of all work. The document must include sufficient information to identify facility where work was performed, equipment and/or components on which work was performed, purpose of work, date and time work was performed, parts used, type and amount of chemicals/refrigerants, and the name/cert # of technician(s) executing the work.

Annual Maintenance

Proposer will perform scheduled annual preventive maintenance during one of the quarterly inspections in accordance with a program of standard routines as determined by your experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. This service is designed to optimize the reliability and efficiency of the equipment, extend the useful life of the District's equipment, and provide proactive indications of excessive wear and damage to HVAC systems before a catastrophic failure occurs during the next operating season. Proposer will also provide recommendations for additional service(s) that will better enhance equipment performance. The equipment included under this service is itemized in the equipment included under this service is itemized in the HVAC Equipment Inventory List; see Exhibit C of this document.

HVAC Air Filter Changing Service

This service will maintain indoor air quality by changing filters as needed and minimizing dust and particles from collecting on ductwork. This service will insure proper flow through cooling

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and heating coils, thus preventing restrictions in airflow, leading to higher system and energy efficiency. The equipment included under this service is itemized in the HVAC Equipment Inventory List; see Exhibit C of this document.

HVAC Belt Inspection & Changing Service

This service will maintain reliability and functionality of the units by inspecting drive belts quarterly and replacing belts that are worn or damaged. This service will insure proper tension and friction on the belts, maintaining the efficiency and reliability of the equipment. In the event a belt fails between maintenance periods, it will be assumed the Contractor failed to inspect/replace it properly and the contractor will be required to replace it at no extra cost to the District. The equipment included under this service is itemized in the HVAC Equipment Inventory List; see Exhibit C of this document.

Air Cooled Condenser Coil Cleaning

This service will improve airflow across condenser coils, improve heat transfer and extend the life of the compressors. Coil cleaning consists of cleaning the outside surface of the condensing unit coils to remove any airborne particles, dirt build-up by using a brush, high pressure air, chemical with low pressure wash or chemical with high pressure wash based on the condition of outside environment and coil accessibility. The equipment included under this service is itemized in the HVAC Equipment Inventory List; see Exhibit C of this document.

Evaporator Coil and Cleaning

Proposer will clean air handling unit evaporator coils that will help improve air circulation in the air distribution system, and reduce dust and dirt that is in the system. Coils will be cleaned annually or more if needed. Coil cleaning consists of cleaning the surface of the evaporator coil to remove dust and dirt particles that have collected on the evaporator coil. Coils will be cleaned using a vacuum cleaner and or other devices that allow the proper cleaning of the coil. The equipment included under this service is itemized in the HVAC Equipment Inventory List; see Exhibit C of this document.

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Exhibit "B"

Payment Rates Sheet

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Exhibit “C”

HVAC Equipment Inventory List

SECTION 00400 CONTRACT

Exhibit C

Citrus Heights Water District HVAC Inventory

(Shaded Units receive Quarterly and Annual Maintenance Services; all other units receive maintenance as-needed)

On-site			Off-site		
<u>6230 Sylvan Road - Administration Building</u>			<u>5640 Southgrove Drive - Skycrest Well</u>		
Air Handler Units			Wall-Mount Unit		
Manufacturer	Model	Serves	Manufacturer	Model	Serves
Trane	GAF2A0A36s	Boardroom	Bard	W24-A2C	Building
Trane	TWE090	Main Office			
Trane	GAF2A0A36s	East Offices			
Heat Pump Units			<u>7117 Bonita Way - Bonita Well</u>		
			Wall-Mount Unit		
Manufacturer	Model	Serves	Manufacturer	Model	Serves
Trane	4TWB4036	Boardroom	Bard	W484	Building
Trane	TWA073	Main Office			
Trane	4TWB4036	East Offices			
Mini Split Units			<u>12625 Fair Oaks Blvd - Mitchell Well</u>		
			Wall-Mount Unit		
Manufacturer	Model	Serves	Manufacturer	Model	Serves
Daikin	FTX36NVJU	Server Room	Bard	W484	Building
Carrier	40GJC	GM's Office			
<u>6230 Sylvan Road - Operations Building</u>					
Packaged Units					
Manufacturer	Model	Serves			
Trane	4YCC3060A3096AA	Main Office			
Trane	4YCC3060A3096AA	East Offices			
<u>6230 Sylvan Road - Sylvan Well</u>					
Panel Mount Unit					
Manufacturer	Model	Serves			
Kooltronic	DP-50	Motor Control			