

# Contract Routing Checklist • Public Works Department

Contact: Dan Jordan Division: Flood Control Phone No. 313-2023

Type: ☐ CSA ☐ Long Form ☐ Short Form ☒ Interagency ☐ Amendment ☐ Renewal

☐ Other Agreement: \_\_\_\_\_

Contractor: Contra Costa County RCD On-Call/Project: \_\_\_\_\_

Term: July 12, 2016 to June 30, 2019 Total Contract Amount: \$ 150,000

Contract needed by: June 1, 2016 RUSH-needed by: \_\_\_\_\_

## Business Status and License:

• Validate business status, check box when completed • attach copy of appropriate validation •

- ☐ **Business Status;** (i.e. Inc., LLC, etc.) go to **RipRap** for link to Calif. Secretary of State – Business Portal
- ☐ **Non-profit Corporation Status:** attach valid & current (within 12 months) non-profit status letter from State
- ☐ **Professional License Validation** (for architects, landscape architects, professional engineers, & professional land surveyors) go to **RipRap** for link to State of California - Licenses.
- ☐ **Current Business License** (only required for Sole Proprietors/Individuals & General Partnerships)

## Attachments:

• If applicable - check box and attach documents to contract packet •

- ☒ One copy of "Small Business Enterprise (SBE) and Outreach Programs" checklist (mandatory)
- ☒ One copy of a fully executed SBE "Registration and Certification Form" and SOLICITATION form (if applicable)
- ☒ One copy of a fully executed *Questionnaire for Independent Contractors* (M-20) (if applicable)
- ☒ For Contract Amendments – attach copy of original contract to be amended and any amendments to same contract
- ☒ Contracts > \$25,000 to \$100,000 require an *Explanatory Memo* or *Supplemental Form* for review by Counsel & CAO
- ☒ Attach a valid Certificate of Insurance (including Endorsements and in accordance with conditions of the contract)
- ☒ Attach a W-9 form: attach valid and current (within 12 months) (Required by Auditor's Office)

## Once Counsel review is complete, then:

- ☐ Route 2 originals for signatures.
- If contract is over \$100,000 and Board of Supervisors is signing the contract – attach 1 additional copy to BO, (Clerk of the Board will retain extra copy).

## ROUTE CONTRACT IN THE FOLLOWING ORDER:

Contracts \$100,000 and under	Contracts \$100,000.01 and over (Requires Board of Supervisors Approval)
<b>Initial</b> _____ 1. Admin Services (prelim. pkt. review) _____ 2. Division Head or designee (review) <u>1</u> _____ 3. Fiscal Officer or designee _____ 4. Deputy (review) _____ 5. Admin Services (routing) _____ 6. Risk Mngmnt * See below _____ 7. County Counsel <u>WD#</u> (review) _____ 8. Contractor (Notary required) _____ 9. Deputy (signature) _____ 10. County Counsel (signature) _____ 11. CAO (signature) _____ 12. Purchasing (signature) _____ 13. Finance (Purple, copy of contract and all attachments)	<b>Initial</b> <u>JP</u> _____ 1. Admin Services (prelim. pkt. review) <u>JP</u> _____ 2. Division Head or designee (review) <u>JP</u> _____ 3. Fiscal Officer or designee <u>SM</u> _____ 4. Deputy (review) <u>JP</u> _____ 5. Admin Services (routing) <u>JP</u> _____ 6. Risk Mngmnt * See below <u>JP</u> _____ 7. County Counsel <u>WD# 7091</u> (review) <u>JP</u> _____ 8. Contractor (Notary required) <u>SM</u> _____ 9. Deputy (signature) _____ 10. County Counsel (signature) _____ 11. Division Clerical (BOS Date: <u>7/12/16</u> ) _____ 12. Director /Designee (signature) (after BOS approval) _____ 13. CAO (signature) _____ 14. Finance (Purple, copy of contract and all attachments)

\* Regardless of dollar amount - route to Risk Management ONLY if indemnification and/or insurance requirements are modified – approval must be attached.

**INTERAGENCY AGREEMENT**  
**(Agency Provides Service)**

Number:  
Fund/Org:  
Account #:  
Other:

1. **Contract Identification.**

Department: Public Works

Subject: Interagency Agreement between Contra Costa County Public Works Department and Agency named below for stormwater support services

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Agency mutually agrees and promise as follows:

Agency: Contra Costa County Resource Conservation District (hereinafter "Agency")

Capacity: A public agency

Address: 5552 Clayton Road, Concord CA 94521

3. **Term.** The effective date of this Agreement is September 20, 2016 and it terminates on September 19, 2019 unless sooner terminated as provided herein.

4. **Payment Limit.** County's total payments to Agency under this Agreement shall not exceed \$150,000.00.

5. **County's Obligations.** County shall pay Agency for its provision of the services as set forth in the attached Payment Provisions which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

6. **Agency's Obligations.** Agency shall provide those services and carry out that work described in the Service Plan attached hereto which is incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

7. **General and Special Conditions.** This Agreement is subject to the General Conditions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.

8. **Project.** This Agreement implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: n/a

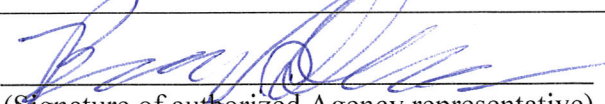
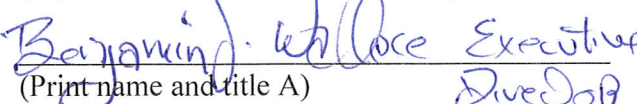
9. **Legal Authority.** This Agreement is entered into under and subject to the following legal authorities: Government Code Section 26227.

10. **Signatures.** These signatures attest the parties' agreement hereto:

**COUNTY OF CONTRA COSTA, CALIFORNIA**

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By: _____ Chairman/Designee	By: _____ Deputy

**AGENCY**

By:  (Signature of authorized Agency representative)	By: _____ (Signature of authorized Agency representative)
 (Print name and title A)	_____ (Print name and title B)



ACKNOWLEDGMENT/APPROVALS  
(Purchase of Services - Long Form)

Number:

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA )

On August-25-2016 (Date),

before me, URMILA PATEL, NOTARY PUBLIC (Name and Title of the Officer),

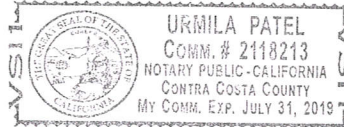
personally appeared, BENJAMIN SCOTT WALLACE - - - - -

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.

U Patel  
Signature of Notary Public



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)  
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

By: [Signature]  
Designee

FORM APPROVED BY COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: \_\_\_\_\_  
Designee

**PAYMENT PROVISIONS**  
**(Fee Basis Contracts - Long and Short Form)**

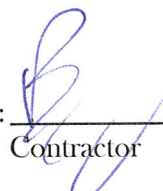
Number

1. **Payment Amounts.** Subject to the Payment Limit of this Contract and subject to the following Payment Provisions, County will pay Contractor the following fee as full compensation for all services, work, expenses or costs provided or incurred by Contractor:

[Check one alternative only.]

- ☐ a. \$            monthly, or
- ☐ b. \$            per unit, as defined in the Service Plan, or
- ☐ c. \$            after completion of all obligations and conditions herein.
- ☒ d. Other: As set forth in Section III (Payment Provisions) of the Service Plan.

2. **Payment Demands.** Contractor shall submit written demands for payment on County Demand Form D-15 in the manner and form prescribed by County. Contractor shall submit said demands for payment no later than 30 days from the end of the month in which the contract services upon which such demand is based were actually rendered. Upon approval of payment demands by the head of the County Department for which this Contract is made, or his designee, County will make payments as specified in Paragraph 1. (Payment Amounts) above.
3. **Penalty for Late Submission.** If County is unable to obtain reimbursement from the State of California as a result of Contractor's failure to submit to County a timely demand for payment as specified in Paragraph 2. (Payment Demands) above, County shall not pay Contractor for such services to the extent County's recovery of funding is prejudiced by the delay even though such services were fully provided.
4. **Right to Withhold.** County has the right to withhold payment to Contractor when, in the opinion of County expressed in writing to Contractor, (a) Contractor's performance, in whole or in part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.
5. **Audit Exceptions.** Contractor agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate county, state or federal audit agencies resulting from its performance of this Contract. Within 30 days of demand, Contractor shall pay County the full amount of County's obligation, if any, to the state and/or federal government resulting from any audit exceptions, to the extent such are attributable to Contractor's failure to perform properly any of its obligations under this Contract.

Initials:   
Contractor

  
County Dept.



SERVICE PLAN OUTLINE  
(Purchase of Services - Long Form)

Number

**I. OVERVIEW**

Agency will provide on-call technical and support services related to education, outreach, and other activities required by the current and reissued National Pollutant Discharge Elimination System (NPDES) stormwater permits issued by the San Francisco Bay Region of the California Regional Water Quality Control Board (RWQCB), and by the Central Valley Region of the RWQCB (the "Permits"), which apply to the County and its municipalities.

During the term of this Contract, when County has a need for Agency to provide services under this Contract, County will forward a proposed Task Order in the form attached hereto as Exhibit 1 to Contractor. Within the timeframe requested by County, Contractor will provide County with a cost proposal for the services and deliverables specified in the Task Order, including a written estimate of the number of hours per staff person, any anticipated reimbursable expenses, and total dollar amount. Once County and Contractor agree to a cost breakdown and commencement date for the services and deliverables identified in the Task Order (with a payment limit for the Task Order that does not cause the total payments under this Contract to exceed the Payment Limit set forth in Section 4 of this Contract (Payment Limit), Contractor and County (through its Department Head) will execute the final version of the Task Order.

**II. AGENCY SERVICES**

Agency's tasks shall include but are not limited to:

**A. Public Outreach**

1. General Clean Water Public Outreach - Perform widespread public outreach for clean water programs. The goal of the outreach will be to reduce trash and pollutant discharge into waterways. The outreach may target but is not limited to:
  - a. Local schools;
  - b. Homeowners; and
  - c. Community groups.
2. Citizen Involvement Events – Organize events such as creek cleanups to engage communities in the stewardship of their watershed.

**B. Adopt-a-Spot Program**

1. Pollutants of Concern Awareness Campaign – Establish an "adopt a spot" program to foster community pride of place and citizen participation in solving local maintenance issues, such as keeping storm drains clean, cleaning up trash hotspots, reporting illicit discharges, etc. Agency will act as a liaison between citizens and County, and will provide support services that may include but are not limited to annual recognition parties, certificates, collecting metrics on the program's success.
2. Reporting – Develop reporting procedures to ensure County receives necessary metrics for tracking program's deliverables.

Initials:   
Contractor

  
County Dept.

### C. Community-Based Green Infrastructure

1. On-land & In-Water Clean-up Events – Assist with community-based green infrastructure requirements in Section C.3 of the Permits. Activities may include but are not limited to coordinating local input about green infrastructure planning from citizens, organizing Integrated Pest Management (IPM) workshops and/or rain garden workshops for local homeowners.

### D. Grant Development

Work in partnership with County Watershed Program staff to secure future grant funds via grant writing and development of new projects.

## III. PAYMENT PROVISIONS

- A. **Billing Rates.** Agency will be paid for services under this Contract at the following hourly rates.

Title	HOURLY BILLING RATE
Executive Director	\$ 82.43
Office Administrator	\$ 68.28
Resource Conservationist - Natural Resources	\$ 63.27
Resource Conservationist – Watersheds	\$ 68.57
Watershed Coordinator	\$ 61.35
Outreach/Communications Specialist	\$ 31.58

- B. **Invoices.** Agency will submit monthly invoices to the Public Works Department Project Manager on Agency letterhead for services provided under each Task Order until Dept. determines that Task Order work is complete.

1. Invoices must include invoice number, date of invoice, and reference the time period of when services were performed [Example: *Services provided between January 1, 2016 through January 31, 2016*].
2. Invoices must include a summary of contract charges (see example below):  
Contract payment limit: \$ \_\_\_\_\_  
Total previous invoice amounts: \$ \_\_\_\_\_  
Remaining Contract Amount: \$ \_\_\_\_\_
3. Invoices must specify Task Order number, Project Name & Number, Task Order payment limit, list total previous billed amounts, and remaining budget for the task order (See example format below):  
Task Order # (insert): \_\_\_\_\_ (insert Project Name & Number)  
Task Order payment limit: \$ \_\_\_\_\_  
Total previously billed amounts \$ \_\_\_\_\_  
Remaining Task Order Budget: \$ \_\_\_\_\_
4. Invoices must specify employee names, classifications, hours, rates consistent with Section II.A of the Service Plan and task description of the work performed.
5. Work to be performed by sub-contractors require prior consent by the Public Works Department

Initials: \_\_\_\_\_  
Contractor

\_\_\_\_\_  
County Dept.



Project Manager. Invoices must identify any sub-contractor work, task description of the work performed, and attach sub-contractor invoice, on sub-contractor letterhead, to the Agency's related invoice.

**C. Allowable Reimbursable Invoice Items**

1. Mileage: Mileage reimbursement will not exceed current IRS standard. Invoices must specify dates, miles traveled, mileage rate, and total cost. Fuel usage is part of the mileage rate. Therefore, no reimbursement will be paid for purchase of fuel.
2. Vehicle Rental: Must be previously approved in writing by County staff and will be reimbursed at the daily rental rate, only. Provide copy of receipt/invoice noting project/task order information.
3. Bridge Tolls: Provide copy of receipt.
4. Copies/Reproduction: Specify quantity and rates for in-house copies/reproduction pursuant to with Section II.A of the Service Plan. Provide copies of receipts from outside sources for copies/reproduction services.
5. Postage/Mailing/Overnight Services: Provide copies of receipts with a description of services; and/or, include "in-house" services documentation with a description of services.
6. Equipment Usage/Supplies:
  - a. All Equipment will be reimbursed pursuant to the rates specified with Section II.C of the Service Plan. Equipment not listed will not be reimbursed, unless previously approved in writing by County staff for specialized services.
  - b. Supply purchases must be previously approved in writing by County staff. Receipts must be provided with description of services.
7. Lodging/Meals: Must be previously approved in writing by County staff for specialized services only.

**D. Rate Increases.** The rates set forth in Section A (Billing Rates) above may be increased from Fiscal Year (FY) to FY during the term of this Contract by an administrative amendment to this Contract executed by County and Agency, provided, however, that no such increase shall exceed five percent (5%) of the preceding FY's hourly rate, or cause payments under this Contract to exceed the payment limit set forth in Section 4 (Payment Limit) of this Contract.

Initials: \_\_\_\_\_

Contractor

County Dept.

**SPECIAL CONDITIONS**  
**(Purchase of Services - Long Form)**

Agency and Department agree that the following Special Conditions are part of this Contract.

1. All references in this Contract to the term "County" mean "Contra Costa County Flood Control and Water Conservation District". All references in this Contract to "Agency" mean "Contra Costa County Resource Conservation District."

2. Section 5(a) (Written Notice) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"5(a) Written Notice. This Contract may be terminated by either party, in its sole discretion, upon thirty days advance written notice thereof, and may be cancelled immediately by written mutual consent. In the event that the District terminates this Contract, Contractor will submit a final payment demand and District will render payment for all services rendered and expenses incurred up to the date of cancellation."

3. Section 5(c) (Cessation of Funding) of the General Conditions is hereby deleted in its entirety and replaced with the following paragraph:

"5(c) Cessation of Funding. Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-District funding for this Contract ceases, the District will provide notice to Contractor at the earliest reasonable opportunity. Contractor will cease work immediately upon receipt of notice from District. The County will render payment for all services rendered and expenses incurred up to the date of notification."

4. Section 9 (Disputes) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"9. Disputes. Disagreements between District and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to written determination by the head of the District, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government. Any dispute arising under this Contract that is not settled by agreement of the parties may be settled by mediation, or other legal proceedings, provided that neither party is obligated to participate in any alternative dispute resolution process."

5. Section 18 (Indemnification) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"18. Mutual Indemnification.

a. Contractor shall defend, indemnify and hold the County, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys'

Two handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized, cursive 'B' followed by a vertical line. The second signature is a cursive 'M'.



**SPECIAL CONDITIONS**  
**(Purchase of Services - Long Form)**

fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of Contractor, its officers, agents, or employees.

- b. County shall defend, indemnify and hold the Contractor, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of County, its officers, agents, or employees."

6. Section 20 (Notices) of the General Conditions is hereby deleted in its entirety and replaced with the following:

"20. Notices. All notices provided for this Contract must be in writing and may be delivered by deposit in the United States mail, postage pre-paid. Notices to the District must be addressed to the head of the District. Notices to the Contractor must be addressed the Contractor's address designated in Section 2 of the first page of this Contract. The effective date of notice is three (3) days after the date the notices was placed in the mail."

Two handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized 'BW' and the second is a cursive signature.


**GENERAL CONDITIONS**  
**(Purchase of Services - Long Form)**


1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
  - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
  - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.

  
\_\_\_\_\_  
Contractor

  
\_\_\_\_\_  
County Dept.

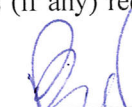



**GENERAL CONDITIONS**  
**(Purchase of Services - Long Form)**

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
  - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
  - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
  - b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

  
\_\_\_\_\_  
Contractor

  
\_\_\_\_\_  
County Dept.

**GENERAL CONDITIONS**  
**(Purchase of Services - Long Form)**

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Contractor is not a County employee. This Contract does not give Contractor any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government

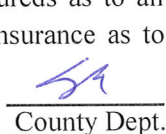


**GENERAL CONDITIONS**  
**(Purchase of Services - Long Form)**

Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
  - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to


  
Contractor

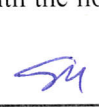
  
County Dept.

**GENERAL CONDITIONS**  
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County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice

  
Contractor

  
County Dept.

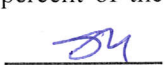


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requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.

24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.** (A) If Contractor is funded by \$500,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Office of Management and Budget Circular A-133. (B) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, but such grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements. (C) If Contractor is funded by less than \$500,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year; however, Contractor's records must be available for and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office (GAO), the pass-through entity and/or the County. If any such audit is required, Contractor must provide County with such audit. With respect to the audits specified in (A), (B) and (C) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the

  
Contractor

  
County Dept.



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contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.

  
\_\_\_\_\_  
Contractor

  
\_\_\_\_\_  
County Dept.

**Exhibit 1**  
**Task Order Services**

Contract Number: \_\_\_\_\_

Pursuant to Section II of the Service Plan of the Interagency Agreement entered into as of \_\_\_\_\_, between Contra Costa County ("County") and Contra Costa County Resource Conservation District ("Agency"), County and Contractor agree as follows:

**TASK ORDER No.:** \_\_\_\_\_

PROJECT NAME:

PROJECT NUMBER:

LOCATION:

DETAILED SCOPE OF SERVICES:

COMMENCEMENT DATE FOR SERVICES:

DEADLINE FOR COMPLETION OF TASK SERVICES AND DELIVERABLES:

COST ESTIMATE FOR TASK ORDER:

PAYMENT LIMIT FOR TASK ORDER:

CONTRA COSTA COUNTY	CONTRA COSTA COUNTY RESOURCE CONSERVATION DISTRICT
By: _____ Department Head	By: _____ Authorized Representative

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